One Touch 4.6
March 2011
05-0816-000

Xerox® DocuMate® 4440

User's Guide



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1 Safety

This chapter includes:

- Safety Introduction on page 8
- Operational Safety Information on page 9
- Electrical Information on page 10
- Emergency Power Off on page 11
- Maintenance Information on page 12
- Product Safety Certification on page 13
- Environmental Health and Safety Contacts on page 14

Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

Warning: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the USB port. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.

Note: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.

Electrical Information

Warning - Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
6. Do not place this equipment where people might step or trip on the power cable.
7. Do not place objects on the power cable.
8. Do not override or disable electrical or mechanical interlock devices.
9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

Electrical Supply



- This product shall be operated from the type of electrical supply indicted on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.
- **Warning:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.
- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s)**. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
4. Use supplies and cleaning materials only as directed in this manual.
5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 (USA) CSA 22.2 No. 60950-1 (Canada)
TUV	IEC 60950-1

Environmental Health and Safety Contacts

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA & Canada: 1-800-828-6571
Europe: +44 1707 353 434

Welcome

2

This chapter includes:

- What's in the Box on page 16
- System Requirements on page 17
- Documentation on page 18
- The Xerox DocuMate 4440 Scanner on page 19

Your new Xerox scanner can quickly scan stacks of single-sided or double-sided pages and place their electronic images on your computer.

What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



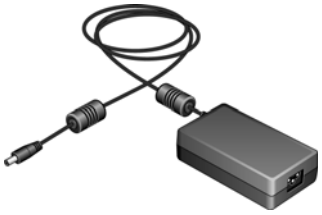
Xerox DocuMate 4440 Scanner



ADF Pad



USB Cable



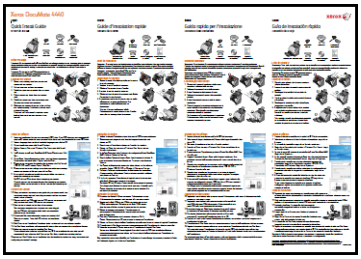
Power Supply



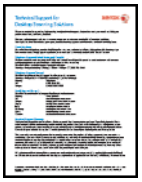
Power Cord



Windows™
Installation Disc



Quick Install Guide



Technical
Support Card

System Requirements

IBM-compatible Pentium 4 PC, or AMD equivalent with:

- A DVD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows XP (Service Pack 1 and 2), Windows Vista, or Windows 7

  The scanner is compatible with Service Pack 3 for Windows XP and Service Pack 1 for Windows Vista.
- *Windows XP*: Minimum of 512 megabytes (MB) of internal memory (RAM)

  Windows Vista and 7: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit or 32-bit
- Resolution set to at least 800 x 600 pixels

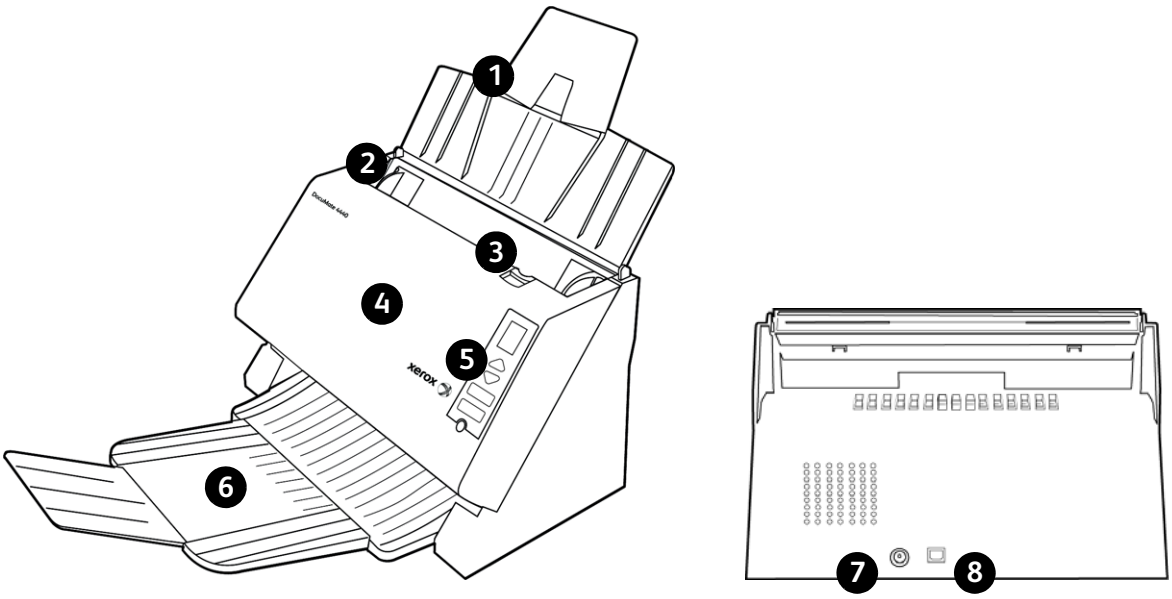
Refer to your Windows documentation for instructions on setting the color quality and resolution for the monitor.

Documentation

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Scanner User's Guide—On the Installation Disc; contains detailed installation, scanning, configuration, and maintenance information.
- PaperPort User's Guide—On the Installation Disc; contains detailed feature and configuration information for the PaperPort software.
- OmniPage User's Guide—On the Installation Disc; contains detailed feature and configuration information for the OmniPage software.
- Virtual ReScan User's Guide—On the Installation Disc; contains detailed feature and configuration information for the VRS software.

The Xerox DocuMate 4440 Scanner



1 Input Tray	2 Paper Guides	3 ADF Cover Release	4 Automatic Document Feeder
5 Control Panel	6 Output Tray	7 Power Jack	8 USB Port

Input Tray—Holds the documents in the Automatic Document Feeder for scanning.

Paper Guides—Guides adjust to support various document widths.

ADF Cover Release—Pull to open the Automatic Document Feeder.

Control panel—One Touch scanning controls.

- **LED Number**—Shows the current scan setting for the Scan button.
- **Function buttons**—Selects the scan setting for the One Touch buttons. Press the up or down arrow to cycle through the settings.
- **Duplex button**—Press to scan double-sided documents.
- **Simplex button**—Press to scan single-sided documents.
- **Status light / Power Button**—Turns the scanner's power off and shows the scanner's status.

Automatic Document Feeder—Feeds documents through the scanner during scanning.

Output Tray—Holds documents after being scanned. Unfolds to support various document lengths.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

Scanner Setup

3

This chapter includes:

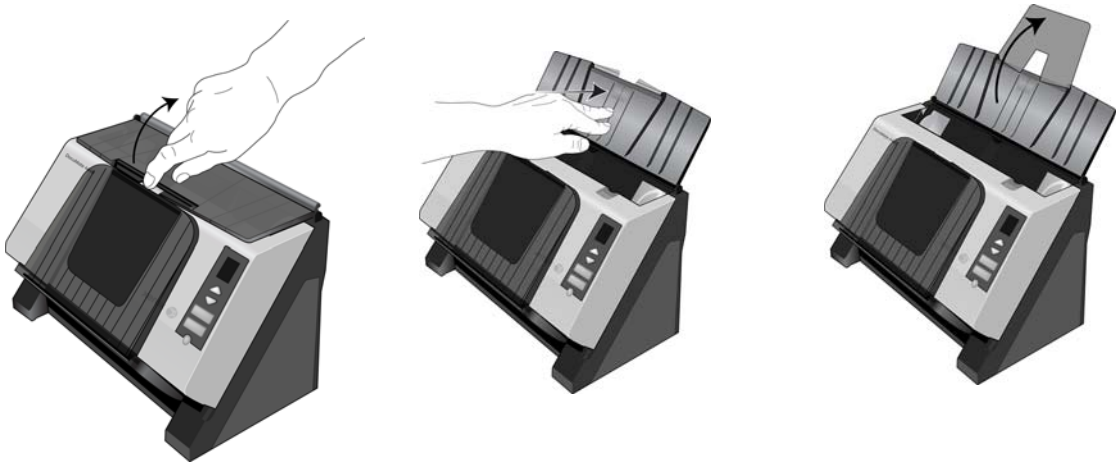
- Unpack and Assemble the Scanner on page 22
- Connect the Scanner Power Cord on page 25

Unpack and Assemble the Scanner

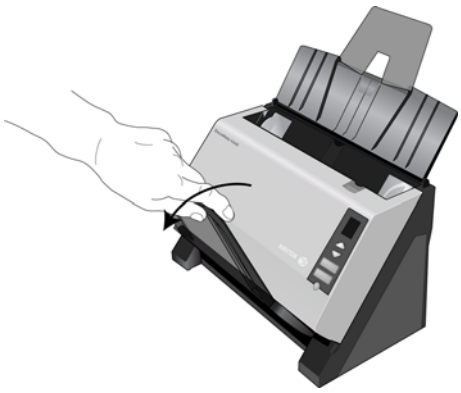
1. Remove the scanner from its protective foam and plastic bag.
2. Remove any shipping tape from the scanner, input tray and output tray.



3. Lift the input tray up from the scanner. Unfold the input tray extension from the input tray.



4. Pull the output tray down from the scanner body. It will snap in place when it is down all the way. Make sure the bottom of the tray is down all the way before scanning. If the tray isn't fully seated in position, paper feeding from the input tray may jam in the scanner.

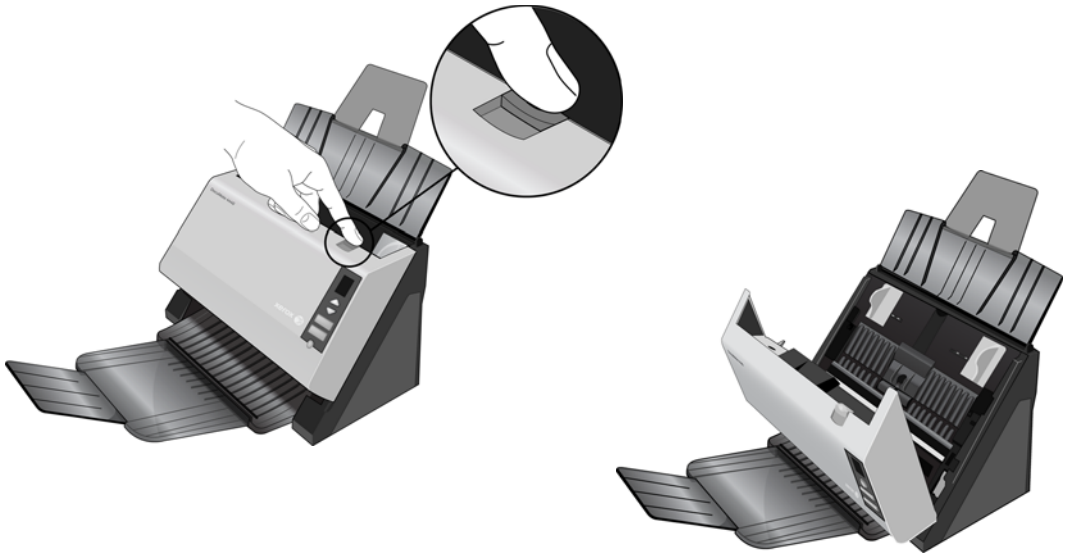




5. Flip open the output tray extension.



6. Open the ADF cover and carefully remove any foam particles that may have gotten inside it. Close the scanner cover.



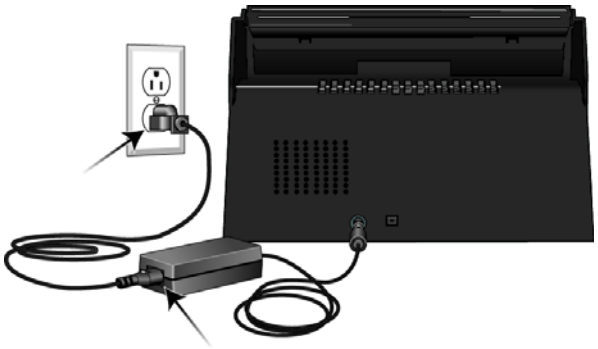
Connect the Scanner Power Cord

1. Plug the power supply into the power port on the scanner.



Note: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and into a wall outlet.



Installation

4

This chapter includes:

- Before You Begin on page 28
- Install the Software and Connect the Scanner on page 29
- Register Your Scanner on page 36
- Installing Additional Applications on page 37
- View the User Guides on page 39

Before You Begin

Please make sure of the following before you begin installation:

- If you are prompted to reboot during installation, please select "No". Finish installing the rest of the software, then close all open windows and reboot your computer.
- The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your scanner. Visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox scanner.
- If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed if that option is available. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.
- If you already have a scanner connected to your computer, it is recommended that you remove that scanner's driver program prior to installing your Xerox scanner. You can remove these programs from the Windows Control Panel. Please refer to the user manual provided with your other scanner hardware for instructions about removing the driver and software for that unit.
- If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.

Install the Software and Connect the Scanner

The installation disc contains the necessary driver, and scanning software, to use your Xerox scanner.

To install the software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the installation disc into your computer's DVD-ROM drive.
   The disc automatically starts.



3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
4. The disc's Main Menu window opens.

Note: If the disc does not start, check the following:

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

- Open the Windows options for your computer's disc drives.
- Double-click the icon for your DVD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

- From the list of files on the disc, double-click the file named frontend.exe.

5. On the Main Menu, select **Install Products**.



6. Make sure the boxes for **Scanner Driver** and **Visioneer One Touch** are selected, as well as any other applications you want to install.



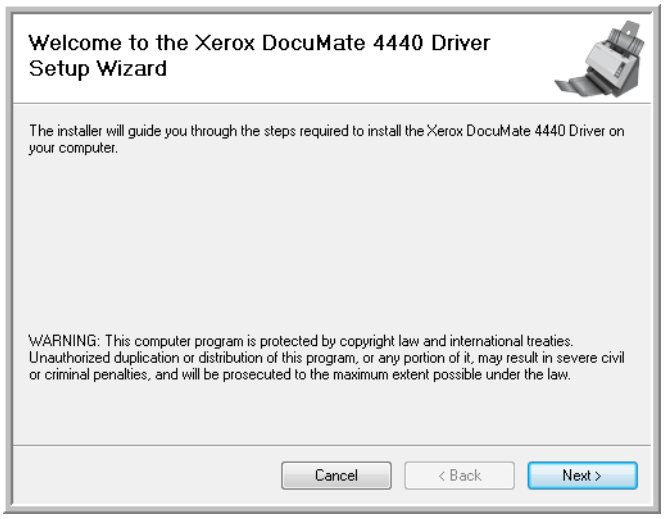
Note: The software provided with your scanner may differ slightly from the list shown in the window.

7. Click **Install Now**.

Installing the Scanner Driver

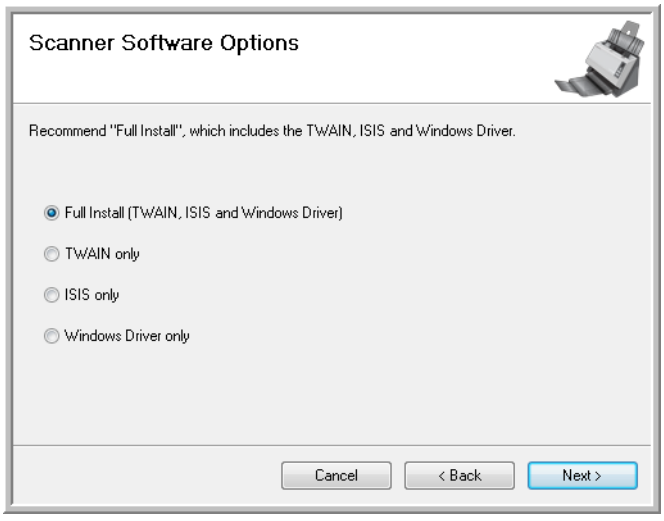
The scanner driver installation will start first.

1. The Welcome to the Xerox DocuMate Setup Wizard opens.



2. Click **Next**.
3. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

   If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.
4. The next window lists the choices of the drivers that you can install for your scanner.

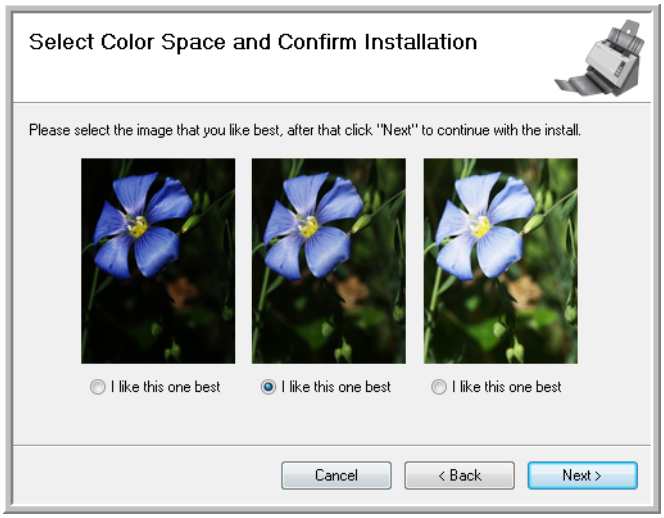


5. Select the option that you want then click on **Next**.
   - **Full Install (TWAIN, ISIS and Windows Driver)**—This is the recommended installation. It installs all of the scanner drivers so that you can scan from any TWAIN and ISIS scanning application, or from One Touch when the application is installed.

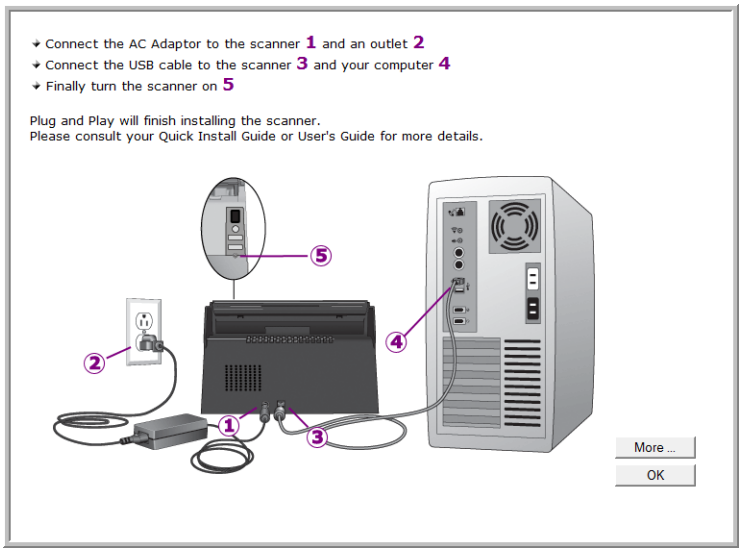
- **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications, or from One Touch when the application is installed.
- **ISIS Only**—The ISIS driver is installed and you can scan from ISIS scanning applications, or from One Touch when the application is installed.
- **Windows Driver Only**—The Windows Driver is installed and you can scan from One Touch only when the application is installed.

Note: If you are using Windows version XP or later, the Microsoft Windows Image Acquisition (WIA) driver is always installed regardless of your selection in this window, and you can scan using the WIA interface from scanning applications that access this driver.

6. A window opens with image quality samples asking you to select an image for your Color Space setting. Select the option that looks best to you and click **Next**.



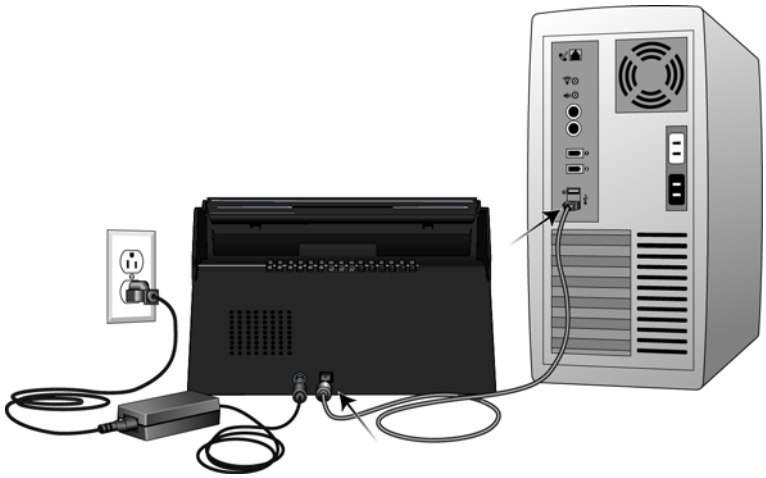
7. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section.



Note: If you do not see this on-screen diagram for connecting the scanner, stop and follow the instructions below.

Connect the USB Cable and Turn on the Power

1. Remove any tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer.



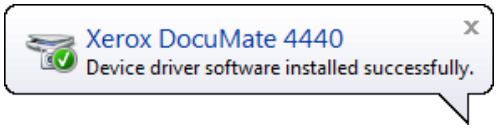
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.

3. Press the Power button on the control panel.

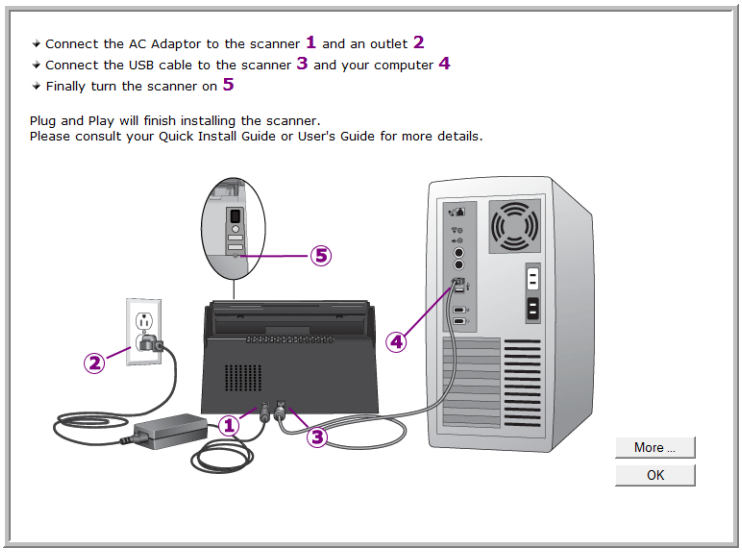


The status light comes on and flashes indicating that the scanner is receiving power.

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner. If your computer is running Windows version XP or later, you will see a message similar to the one below.

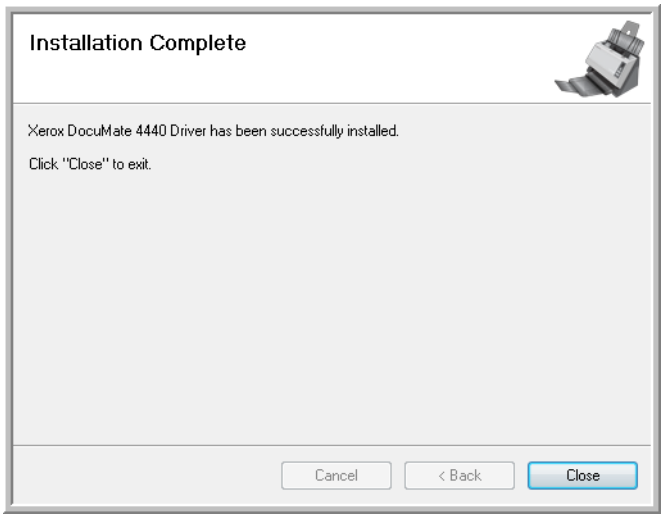


4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.



To see a quick overview about accessing and navigating the One Touch Button Panel, click **More**.

5. Click **OK** to complete the installation process.
6. Click **Close** on the Installation Complete window to close and exit the driver installer.



Installing One Touch

The One Touch software installation will start automatically after you click **Close** on the driver Installation Complete window. One Touch is the software needed for the buttons on the scanner to work.

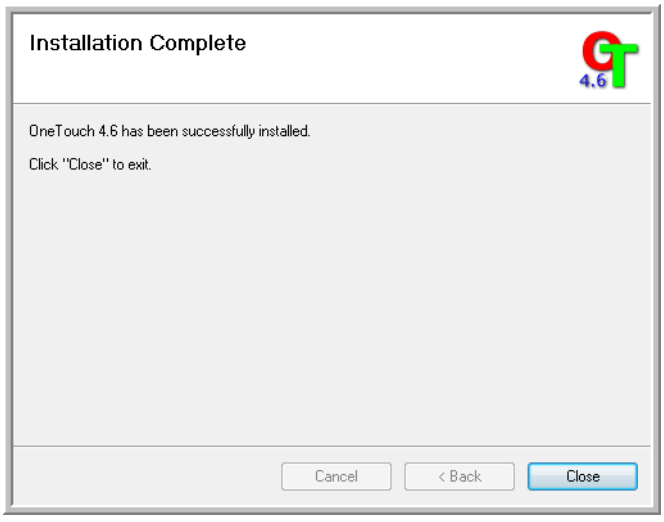
1. Click **Next** on the Welcome to the One Touch Setup Wizard.



2. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

   If you choose not to accept the license agreement, the installation will terminate and One Touch will not be installed.

3. Click **Close** on the Installation Complete window to close and exit the software installer.



If you selected other software to install from the DVD the installation for that software will automatically start after you click **Close** on the Installation Complete window. Follow the instructions on-screen to install each application you selected.

Register Your Scanner

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

You will need an active internet connection to register your scanner. If you do not have internet access you can contact our customer service department to register the scanner. Please refer to the Technical Support Card, that you received with the scanner, for our customer service contact information.

1. Open an Internet Explorer window, or any other internet browser you have installed on your computer.
2. In the web address field type www.xeroxscanners.com.
3. Press Enter on your computer's keyboard or click the option on screen to go to the web address.
4. When the Xerox scanners web page loads click on Register Your Product.
5. Fill in the registration form, all required fields have an asterisk (*).

Note: A valid email address is required for registration.

6. You will be asked to enter the serial number for the scanner, it is located on the back or underside of the scanner.



The Serial Number

7. After filling in the form, click on **Submit Your Registration** to complete the registration.

Installing Additional Applications

Your scanner includes free, additional applications as described in the table below.

1. Return to the disc's Main Menu and click **Install Products**.
2. Select the additional applications you want to install, then click **Install Now**.



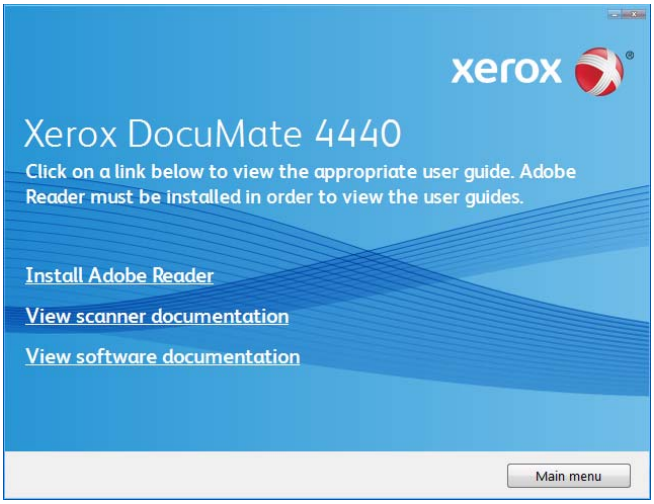
3. Follow the instructions on the screen to install each of the additional applications.

Software	About the Software
Adobe® Reader®	Adobe Reader is a stand-alone application that you use to open, view, search, and print PDF files. This application is located on the disc in the User Guides section.
Nuance PaperPort	PaperPort is a document management software application. The PaperPort scanning features allow you to insert new pages into an existing file and name your file immediately after scanning. From within the PaperPort desktop you can sort your documents and move them between folders as you would through the Windows My Documents folder. You can reorder the pages in a PDF file, and unstack a document so all the pages are resaved as individual files. PaperPort also has some basic image editing options in the PaperPort PageView, such as; adding notes to image files, modifying image colors, and touch up the image using the erase and/or auto-correct options.
Nuance OmniPage® Pro	OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.

Software	About the Software
Kofax® Virtual ReScan® (VRS™)	Kofax VRS automatically enhances scanned documents from less than perfect originals. It is an additional scanning interface that uses patented VRS (Virtual ReScan) technology, and ensures your scanning is as efficient and easy as possible, while also improving the quality of the scanned images. Kofax VRS uses an ISIS-certified driver for scanning. This software provides an additional method to scan from your scanner. The Demo version lets you try the application first. At the end of the Kofax VRS software installation you may see the message "SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner." This is not an error, please disregard this message and click OK. The Kofax VRS Certified ISIS® driver is installed correctly when you install it with your Xerox DocuMate scanner.

View the User Guides

1. Return to the disc's Main Menu and click on **User Guides**.



   The User Guides are in Adobe® PDF format. If you need to, click **Install Adobe Reader** to install it now. Follow the instructions on the installation windows.

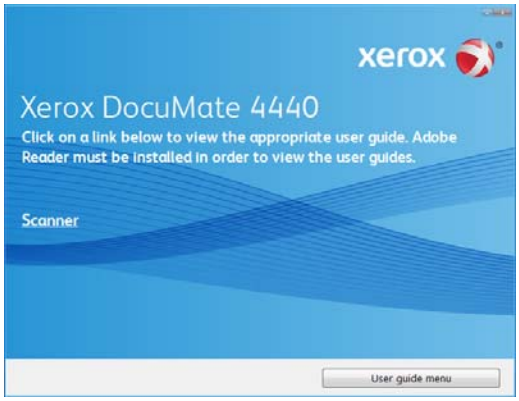
   If your computer already has Adobe Reader installed, please do not select it unless the version provided on the installation DVD is a newer version than the one currently installed on your computer.

2. Click on **View scanner documentation** to access the scanner user guide.

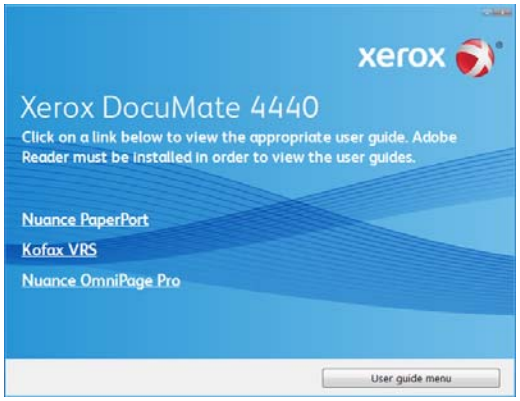
   Click on **View software documentation** to access the user guides for the software applications provided with the scanner. For instance, the Nuance OmniPage user guide is in this section.

   From either of these user guide windows, click on the **User guide menu** button to return to the main user guide window, then select the other documentation section to view the user guides.

Scanner documentation window



Software documentation window



3. Click the name of a User Guide you want to view and it will open in Adobe Reader. Use the Adobe **Save** command to save that User Guide on your computer.
4. When you're finished, click **Main Menu** to return to the Main Menu window and click **Exit**.
5. Remove the installation disc and store it in a safe place.

That's it! Installation is finished and your Xerox DocuMate 4440 is ready to scan.

5 Loading Documents to Scan

This chapter includes:

- Scanning from the Automatic Document Feeder (ADF) on page 42
- Scanning Interfaces on page 44

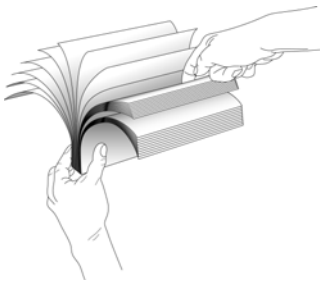
This chapter illustrates scanning with the buttons on the scanner. After loading documents in the scanner, as described below, you can also scan using the One Touch Button Panel on screen, or using a scanning application.

Note: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.



Scanning from the Automatic Document Feeder (ADF)

1. Prepare the pages before loading them into the scanner, this helps to prevent multiple-page feeding and paper jams.
   - If the edges of the paper are curled or folded, flatten them as much as possible.
   - Fan the edges of the paper to make sure none of the pages are stuck together.



2. Adjust the paper guide for the width of paper, and make sure the input and output trays are fully extended.



3. Load the documents *face down* with their tops into the Automatic Document Feeder.



4. You can now scan the documents using the scanner buttons, One Touch, or one of the other scanning interfaces.



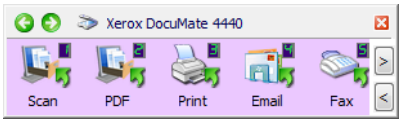
Scanning Interfaces

If you selected the recommended installation, then you have several different options to scan with your Xerox DocuMate 4440 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

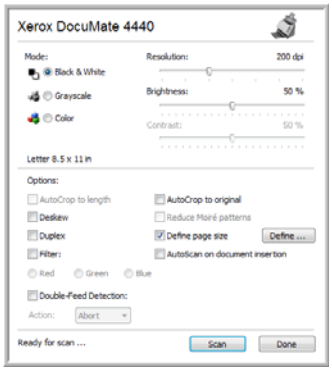
- **One Touch**—When you press the **Simplex** or **Duplex** button on the scanner, the scanner starts scanning using the settings for the current LED number. The scanned image is then sent to a destination on your computer or network drive. See Scanning From One Touch on page 47.



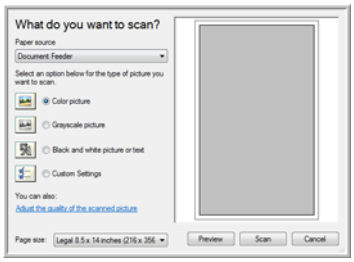
- **One Touch Button Panel**—Use this scan option when you want to scan from the computer screen. Scanning from the on-screen One Touch Button Panel is the same as selecting a scanning option on the scanner, except you click an icon that represents the function. See Scan from the One Touch Button Panel on page 49.



- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click the Scan button in the TWAIN interface window. See Scanning from TWAIN on page 137.



- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click the Scan button in the WIA window. See Scanning from WIA on page 143.



- **ISIS Interface**—This option uses the ISIS interface for scanning. Select the ISIS scan settings, put the document in the scanner, then click the Preview Scan button in the ISIS window. See Scanning from ISIS on page 147.

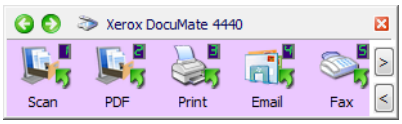
6 Scanning and Configuring One Touch

This chapter includes:

- Default One Touch Settings on page 49
- Scan from the One Touch Button Panel on page 50
- Changing the Button Settings on page 52
- Selecting Options for One Touch on page 54
- Scan Configurations on page 57
- File Formats on page 65
- Configure Before Scan on page 70
- Open Scanned Document(s) on page 72
- Transfer to Storage on page 73
- Burn to CD-ROM on page 79
- Printer or Fax on page 81
- PaperPort on page 83
- SharePoint on page 85
- FTP Transfer on page 88
- SMTP on page 91
- Email Applications on page 94
- Text Editors on page 96
- Still Image Client on page 101
- Image Editors on page 103
- PDF Applications on page 106
- Send to Application on page 109
- Scanning to Multiple Destinations on page 112
- Scanning with Job Separation on page 115
- Scanning with Optical Character Recognition (OCR) on page 118
- Selecting One Touch OmniPage OCR Options on page 122
- One Touch with Kofax VRS Technology on page 131
- Changing the Hardware Settings on page 135

Based on the recommended full installation of the scanner driver and the Visioneer One Touch software, One Touch is your main scanning interface for using the scanner.

The One Touch Button Panel, that you see on the computer screen, shows the pre-set function for each button (such as Email) and the icon of the destination (called the Destination Application) where the images will be sent when scanning is finished.



The One Touch button panel shows which application the button is configured to send images to.

Default One Touch Settings

When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**. The button names, such as Email or Copy, indicate the original factory settings for a button. You can change any of these settings. Please see Changing the Button Settings on page 52 for instructions.

For example, the Email button is set up to scan documents then immediately attach them to a new email message in your default email program. The email application will default to the email program specified in the internet options of Internet Explorer.



A folder icon for a button means that the button is set up to archive the scanned item. The scanner sends the scanned image directly to a folder without opening the image first in a software application.



A question mark for a button means your computer does not have the appropriate software or hardware for the initial factory settings.



If OmniPage or the One Touch OmniPage Module is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.



Note: The default page size in each configuration is based on your computer's Windows Measurement system selection of U.S. (United States) or Metric units.

- If U.S. is the selected measurement, the default page size in each profile will be based on the Imperial standard paper sizes such as 8.5" x 11".
- If Metric is the selected measurement, the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

Scan from the One Touch Button Panel

Scanning from the button panel on your computer's screen works like pressing a button on the scanner. The scanner scans the item, then sends the image to the Destination Application indicated by the button's icon.

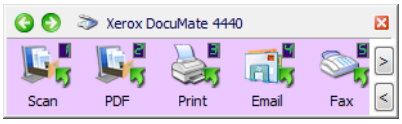
To scan from the One Touch Button panel:

1. Load the documents into the scanner.
2. Click on the One Touch icon in the Windows notification area (at the lower right corner of the screen.)

One Touch Icon



3. The One Touch Button Panel opens.



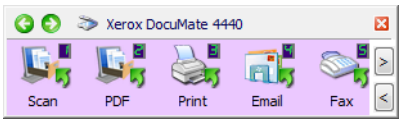
4. Click the button you want to use to scan.
5. The scanner starts scanning and the image is sent to the selected destination for the One Touch button you are using to scan.

Features of the One Touch Button Panel

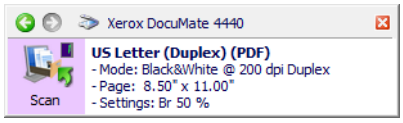
The One Touch panel is your on-screen set of controls for the scanner. From the panel you can access the hardware settings for your scanner and configure the Scan button.

Click on the One Touch icon to open the panel. 

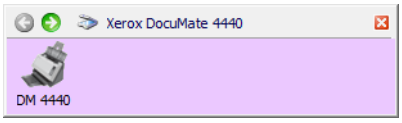
The Button View



The Detail View



The Hardware View



The Title Bar

- Green arrows—click to cycle through the panel's 3 views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the One Touch panel.

The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Left-click* on the arrow buttons, on the right side of the panel, to view the rest of the One Touch buttons.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Single-click* on the detailed information to open the One Touch Properties.

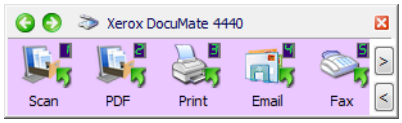
The Hardware View

- *Left-click* on the scanner icon to return to the Button view.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

Changing the Button Settings

1. Click on the One Touch icon.
2. Right-click a button on the One Touch Button Panel.

Right-click on a button (for example the Scan button) and the Properties window opens for that button.

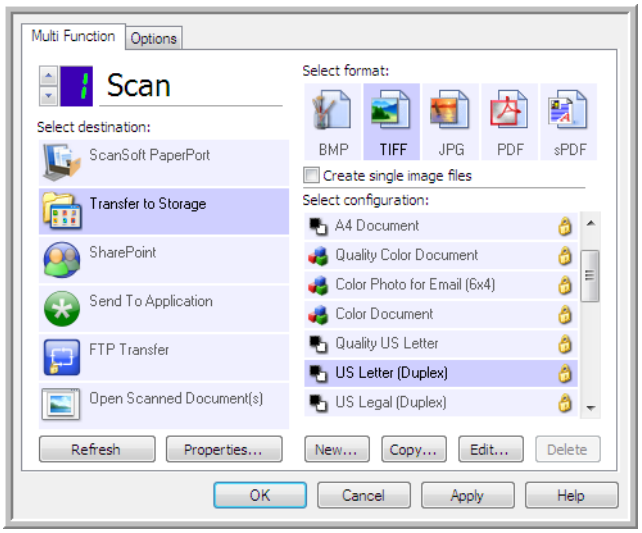


3. The One Touch Properties window opens.

   The One Touch Properties window will also open when you press, hold down for 3 seconds, and release a scanner button.

Scanner button configuration tab

Select the Destination Application that will open when you are finished scanning. You use the destination application to view and work with your scanned images.



Select a file format for your scanned images.

Select a configuration for scanning the item.

   Some of the options on the One Touch Properties Window are “grayed out” and are not available, these options are not appropriate for your scanner model.

4. Select the destination you want One Touch to send the scanned image to in the **Select destination** list.

   If you select a word processing program such as Microsoft WordPad or Microsoft Word that can be used for OCR (such as TXT or RTF), the text in scanned images is automatically converted to word processing text.

5. Select a file format in the **Select format** panel.

   The formats are based on the type of Destination Application you select. The icon names indicate their file types. See File Formats on page 65 for more information about the available formats.

6. Select a scanning configuration in the **Select configuration** list.

   The configuration's basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information. Refer to Scan Configurations on page 57 and Configure Before Scan on page 70 for instructions on creating and modifying scan configurations.
7. Click on **OK** to save the changes.
8. Place an item in the scanner and click the One Touch button to start scanning.

The scanner scans and sends the image to the selected destination, with the file format and scan configuration you specified.

Properties button—Displays a window for selecting properties for a destination. This button is disabled if the selected destination application does not have global configuration properties.

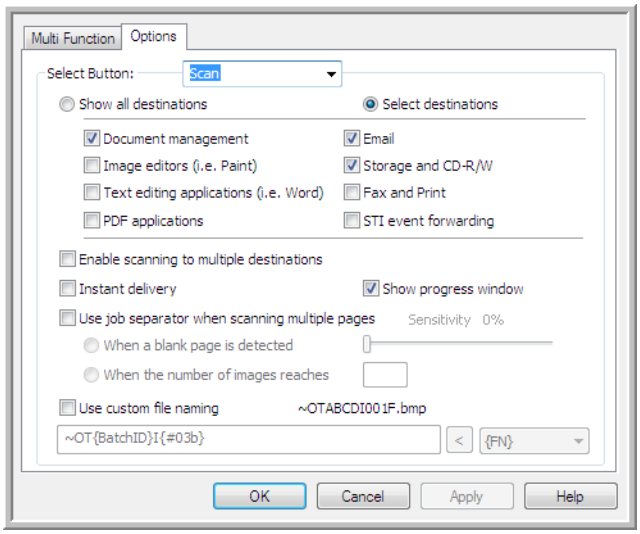
Refresh button—Updates the links between all your computer's Destination Applications and One Touch. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch.

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them.

OK/Cancel/Apply buttons—**OK** accepts any changes and closes the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

Selecting Options for One Touch

Use the Options Tab to configure how One Touch works with the selected button, such as which destinations are available, or what the file name should be.



Select Button—Click the down arrow and select the button for which you want to modify the settings from the list. The options you choose in this window only apply to the button you select in this list.

Show All Destinations—This option selects all of the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

Destination Categories:

- **Document Management** includes Nuance PaperPort and other applications for processing and keeping track of your scanned documents. This category includes the Send to Application and Open Scanned Document(s) destinations.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- **PDF applications** are for viewing and/or editing Adobe PDF files.
- **Email** includes Microsoft Outlook and other email applications, as well as the SMTP destination which allows you to scan directly to the SMTP server without opening an email client application.
- **Storage and CD-R/W** is for scanning directly to a folder on the computer, server, FTP server, SharePoint site, or to the Windows CD temp directory for burning the files to a CD.

- **Fax and Print** is for sending your scanned documents directly to your printer or fax software.
- **Sti event forwarding** is for using another application's interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning.

Enable scanning to multiple destinations—select this option to allow for multiple destinations to be selected, in the destination list, on the One Touch configuration tab. This feature allows you to scan one time while distributing the file to multiple destinations. Please refer to Scanning to Multiple Destinations on page 112.

Instant Delivery—enables image transfer to the destination while scanning is in progress, provided that "Create Single Image Files" is also selected. If Create Single Image Files is not selected, image transfer occurs after all pages have been scanned.

Show Progress Window—select this option to display the progress window of the document(s) during scanning.

Use job separator when scanning multiple pages—select this option to have the scanner separate multiple page scan jobs into separate files when scanning is complete.

- **When a blank page is detected**—select this option to have a new file created each time a blank page is detected in the stack of pages being scanned. Note that when scanning Duplex, both sides of the page must be blank.
- **When the number of images reaches**—select this option, and input a number in the box, to have a new file created each time the number of images scanned reaches the number you input in this field. Note that when scanning Duplex, the number of images detected is twice the number of pages scanned. For example, if you input "5" in the field, and scan 10 pages, 20 images are captured, and you will get 4 separate files with 5 images in each file.

Please refer to Scanning with Job Separation on page 115 for detailed information about scanning with job separation, and how it works with other options in One Touch.

Use custom file naming—Select this option to enable the input field so that you can specify the file name for your scanned document(s). You can specify a different file name for each One Touch button. When this option is not select, the file name is automatically generated by One Touch for all scans.

- The preview area, to the right of the Use custom file naming text, shows an example of the filename as you type into the input field and/or select token options from the list.
- Type the file name you want into the input field. Note that you cannot input these characters in a file name: \ / : * ? " < > |

  When inputting a file name, the file name must be unique, otherwise every scan created would overwrite the previous scan. The menu to the right of the input field contains a list of tokens you can select to create unique file names. These tokens include counting numbers, date and time values, number of pages scanned, and so on. If the button name is not unique, you will see an on-screen notification that a {BatchID} and/or {#b} will be inserted into the name.

- Click the down arrow and selected a token value from the list, then click the arrow button to add that value to the file name field. The token values are:

  {FN}—inserts the scanner name.

  {#b}—inserts the image number without adding zero (1).

  {#03b}—inserts a 3-digit image number in the scan batch (001).

  {D}—inserts the numeric day of the month without a zero added to single-digit days (4).

  {DD}—inserts the numeric day of the month with a zero added to single-digit days (04).

  {DDD}—inserts the abbreviated 3-letter day (Mon).

  {DDDD}—inserts the full name of the day (Monday).

  {M}—inserts the numeric month without a zero added to single-digit months (8).

  {MM}—inserts the numeric month with a zero added to single-digit months (08).

  {MMM}—inserts the abbreviated 3-letter month (Aug).

  {MMMM}—inserts the full name of the month (August).

  {YY}—inserts the two-digit year (97).

  {YYYY}—inserts the four-digit year (1997).

  {h}—inserts the 12-hour clock hour without a zero added to single-digit time values (2).

  {hh}—inserts the 12-hour clock hour with a zero added to single-digit time values (02).

  {H}—inserts the 24-hour clock hour without a zero added to single-digit time values (2).

  {HH}—inserts the 24-hour clock hour with a zero added to single-digit time values (02).

  {m}—inserts the minute without a zero added to single-digit time values (7).

  {mm}—inserts the minute with a zero added to single-digit time values (07).

  {s}—inserts the second without zero added to single-digit time values (9).

  {ss}—inserts the second with zero added to single-digit time values (09).

  {User}—inserts the user name.

  {Mach}—inserts the computer name.

  {Dest}—inserts the destination application name.

  {Bttn}—inserts the button name.

  {Mode}—inserts the scan color mode.

  {Size}—inserts the page size.

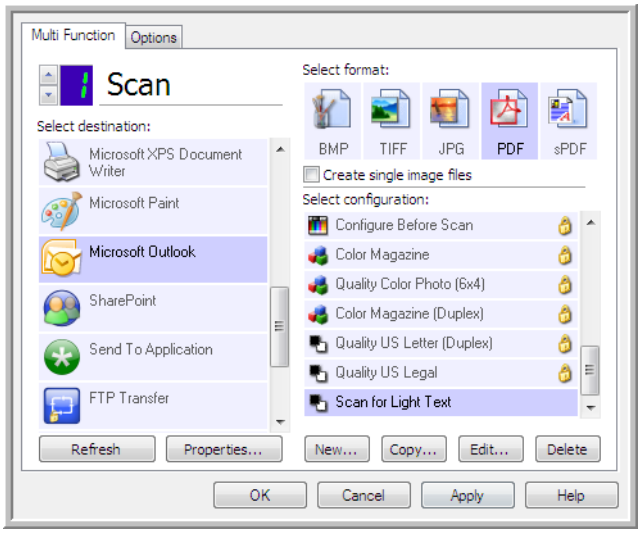
  {BatchID}—inserts a unique batch identification number.

Technical Note

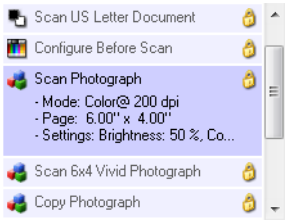
Some destination application links, such as the NewSoft Presto! BizCard software, require a specific filename format for the images that have been sent to the link to open correctly in the application. For example, when scanning duplex, if the image token {#03b} is not included in the filename, then each image sent will be regarded as a separate scan, and instead of one file with 2 pages you will have 2 files. As each destination application link is different, there is no standard filename type you can create to use for all destinations. If you scan and the images are not grouped in the file(s) as needed, try deselecting “Use custom file naming” and then scan again.

Scan Configurations

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings. To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.



Click the icon of a selected configuration to view its settings.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

Note: Use Configure Before Scan if you want to set the options manually before scanning. See Configure Before Scan on page 70.

Create a new configuration:

- Click the **New** button to create a new configuration starting with the One Touch default configuration settings.
- Select a configuration in the list, then click on the **Copy** button to create a new configuration starting with the settings of the currently selected configuration.

Edit or delete a configuration:

Select the scan configuration you want to edit or delete.

- To delete the configuration, click the **Delete** button.
- To edit the configuration, click the **Edit** button.

  Edit the settings and click **OK**.

Note: Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

In the Scan Configuration Properties window, the **Scan Settings**, **Page Settings**, **Advanced Settings**, and **Redaction Settings** tabs are always available. When the Kofax VRS module is installed, the **VRS Settings** tab will also be available for all destinations.

Based on the selected destination, additional settings tabs may also be available. If you see one of these additional settings tabs please refer to the appropriate section, as listed below, for instructions on configuring these destination specific options.

- Use the **Storage Options** tab to choose the storage folder for scans sent to the **Transfer to Storage** destination, as described on page 73.
- Use the **Device Settings** tab to configure **Printer or Fax** destinations, as described on page 81.
- Use the **PaperPort** tab to choose the destination folder, in the **Nuance PaperPort** application, as described on page 83.
- Use the **SharePoint** tab to specify a **SharePoint** site, user credentials, and destination folder, as described on page 85.
- Use the **FTP Settings** tab to specify an **FTP** site, user credentials, and destination folder, as described on page 88.
- Use the **SMTP Configuration** tab to specify an SMTP server, user credentials, and destination email address, as described on page 91.

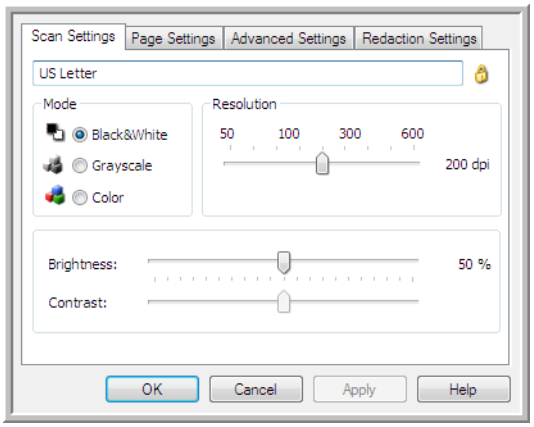
Scan Settings Tab

On the Scan Configuration Properties dialog box, type a name.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.



If the configuration is locked, click the lock to unlock it. The icon becomes a key.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

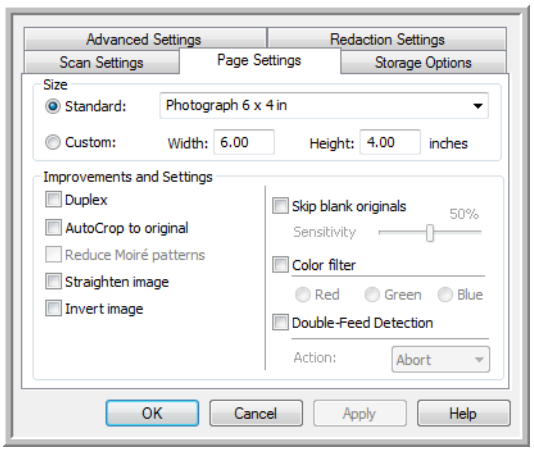
Brightness—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.

Contrast—The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.

Key and **Lock** icon—If you want to lock the configuration, click the key icon to change it from a Key to a Lock.

Page Settings tab

The options on the Page Settings tab will be available based on either the selected color mode (Black & White, Grayscale, or Color), or based on whether or not the scanner hardware supports the feature.



Click the name to toggle between inches and millimeters.

Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—It is indicated in the feature description if there is a software or hardware dependency for the option to be available.

- **Duplex**—Scan both sides of the page. This option is only available if the scanner supports this feature.

  The Simplex and Duplex buttons on the scanner take precedence over the One Touch settings. In other words, if the LED number on the scanner is configured to scan as Duplex, but you press the Simplex button, the scanner scans in Simplex, and vice versa.
- **AutoCrop to original**—Select this option to let the scanner automatically determine the size of the item being scanned. This option is only available if the scanner supports this feature.

  Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.

- **Reduce moiré patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce moiré patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available when scanning in Color or Grayscale at lower resolutions, and when the scanner supports this feature.
- **Straighten image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. This option is only available if the scanner supports this feature.

  If you are scanning using an Automatic Document Feeder, and the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Autorotate 90**—Select this option to rotate the scanned image 90 degrees clockwise when scanning is finished. Typically, you might use this option if the pages you are scanning pages that are printed in landscape, such as financial spreadsheet data. This option is only available if the scanner supports this feature.
- **Invert image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image



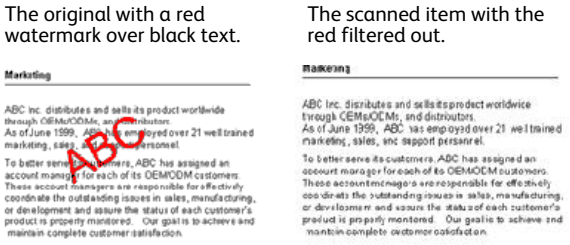
- **Skip blank originals**—Select this option to have the scanner detect if a blank page has been fed through the scanner, and remove it from the final file. Typically you might use this option when scanning a stack of two-sided pages which have a number of blank sides.

  Sensitivity—You can adjust the sensitivity level of the blank image detection. For instance, if you are scanning double-sided light-weight paper, the scanner may not detect a blank side as text or images, from the opposite side of the page, may appear in the scanned image. In that case, lower the sensitivity level for more accurate results.

  Note that when the Options tab feature **Use job separator in multi-page batch** is enabled, and the option selected is **When a blank page is detected**, the sensitivity level for Skip Blank Originals is the sensitivity level that will be used when both features are enabled.

  Note that when the feature **Use job separator in multi-page batch** is enabled, and the option selected is **When the number of images reaches**, the blank originals are discarded before the images are counted. For example, if you scan 3 pages in duplex mode, each side of the page is counted as an image and the total number of images is 6. When Skip Blank Originals is enabled, and 2 of the 3 pages in the stack are blank on one side, the total number of images counted is 4 not 6.

- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned image. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black & White or Grayscale scanning modes.



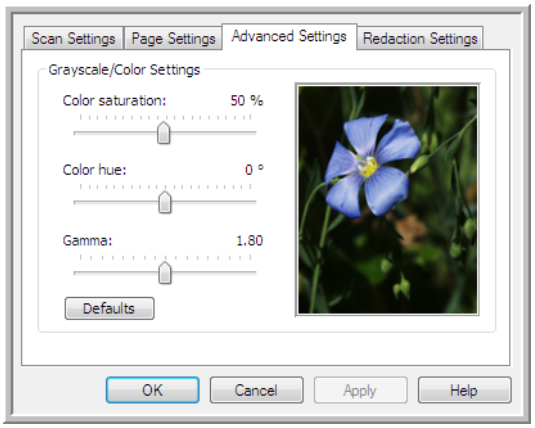
- **Double Feed Detection**—Selecting this option turns on the scanner hardware feature that detects when multiple pages feed through the scanner at one time. This option is only available if the scanner supports this feature.

  Abort—scanning stops and all pages scanned in this batch, up to this point, will be deleted.

  Prompt—you will be prompted to remove the pages in the ADF, restack the remaining pages and continue scanning. All pages scanned before and after the double page feed are saved.

Advanced Settings tab

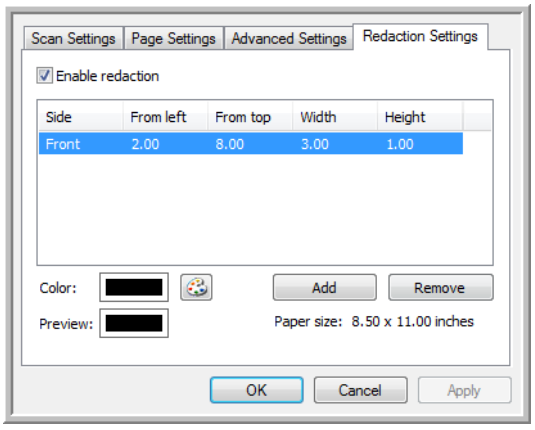
Use the **Advanced Settings** tab to set color correction options for Color or Grayscale scanning. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.



- **Color saturation**—the strength or purity of a color. This option is only available when the selected scan mode is Color.
- **Color hue**—the color your eyes see as reflected from the image. This option is only available when the selected scan mode is Color.
- **Gamma**—is the tone curve and the starting point for image enhancement. As you raise or lower the Gamma value, the values at which saturation, hue, brightness and contrast affect the image are changed. It is recommended that you keep the default Gamma value or adjust this setting before adjusting the other options. This option is available for both Color and Grayscale scanning.

Redaction Settings Tab

Use the options on the **Redaction Settings** tab to remove a specified area in the scanned image.

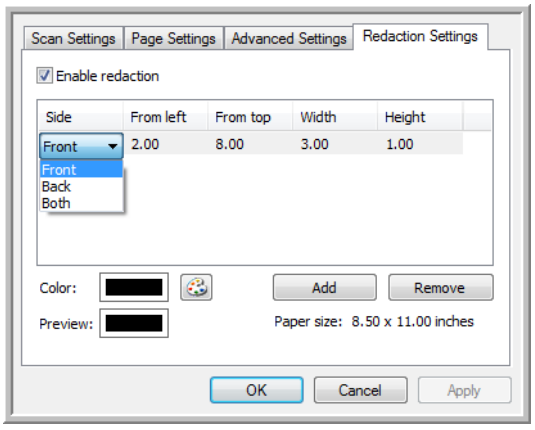


Please refer to the technical note, at the end of this section, for information about how this setting works with other options in the One Touch Scan Configuration you are modifying.

Enable redaction—Select this option to enable redaction when scanning. You might use this option if you want to remove a logo or image that appears on each page that you are scanning. You can choose what color to fill in the redacted area in the scanned image, and set multiple areas. If you are scanning in Duplex mode, you can specify the area separately for the front and back side of the pages.

Click **Add** to add a line item to the area list in this window. You can redact multiple areas from the scanned image, click the Add button again to continue adding line items to the list. Select an item in the list then click the **Remove** button to remove the specified redaction area from the list.

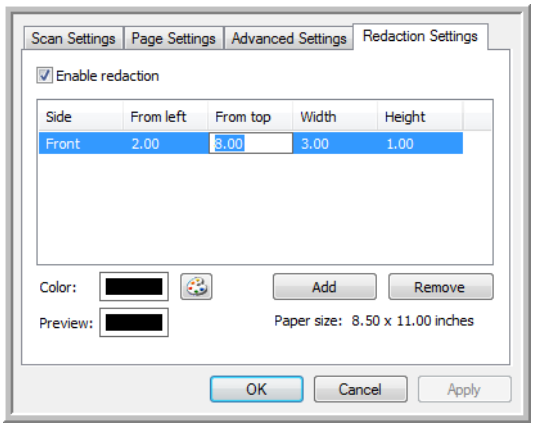
Side—Click once on the word **Front** to show the Side option list. If you are using a simplex (one-sided) scanner, only the Front option will be available. If your scanner supports duplex (two-sided) scanning, the options Front, Back, and Both will be available in the list.



- **Front**—This is the Simplex side of the page. The area(s) specified for the Front will only apply to the Simplex side of the page when scanning in Duplex. Therefore, if you scan 4 double-sided pages, the resulting image file(s) will have redacted areas on pages 1, 3, 5, and 7.

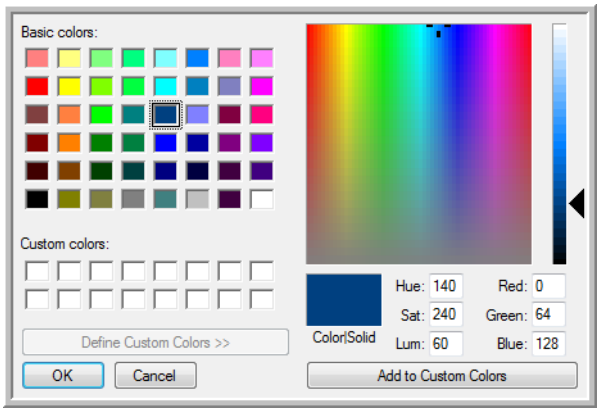
- **Back**—This is the Duplex side of the page. The area(s) specified for the Back will only apply to the Duplex side of the page when scanning in Duplex. Therefore, if you scan 4 double-sided pages, the resulting image file(s) will have redacted areas on pages 2, 4, 6, and 8.
- **Both**—Select this option if you want to specify an area that appears in the same place on both sides of the page, such as a company logo, so you don't have to specify the same area separately for both the front and back.

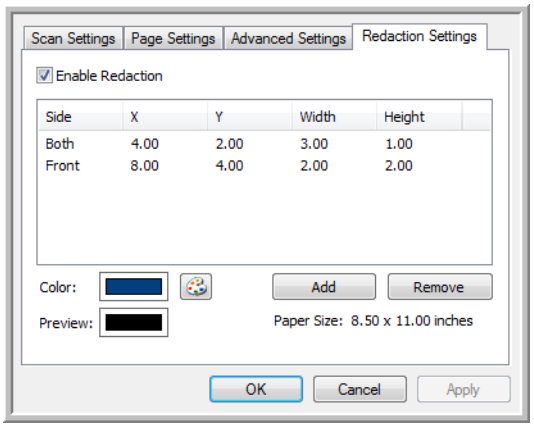
Click one time on the default value, 0.00 in each field, to enable the control box for you to input the start position and redaction area size. The units of measurement is displayed on the lower-right corner next to the Paper size field.



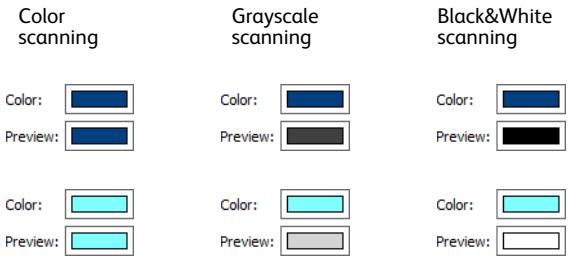
- **From left**—Input the upper-left corner start position measured from the left-side of the page.
- **From top**—Input the upper-left corner start position measured from the top of the page.
- **Width**—Input the width of the area to be removed.
- **Height**—Input the height of the area to be removed.

Color—This color field shows the selected fill color for the redacted area(s). When the software removes the area you specify, it fills the area with the color you have selected here. To change the color, click the artist palette button to open the Windows color palette. Select the color you want then click on **OK**. The color you selected will now display in the Color field on the Redaction Settings tab.





Preview—This color field shows the actual color that will fill the redaction area in the final scanned image. When scanning in color, the Preview field will match the Color field. When scanning in Grayscale, the preview field will show the gray version of the color you selected, and that color will be in the final scanned image. When scanning in Black&White, the preview field will display black or white depending on the darkness of the color you selected, and the final image will have the redacted area(s) be black or white.

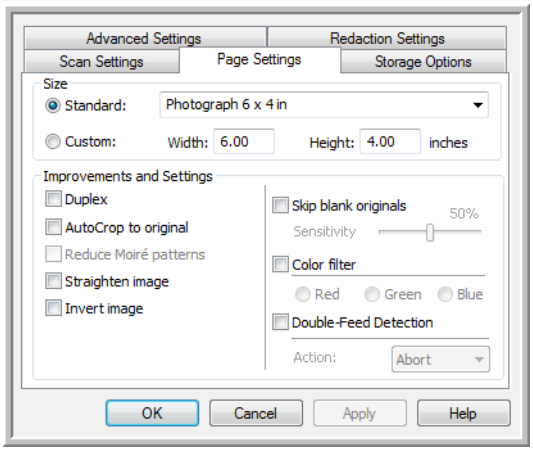


Technical Note:

The options on the Page Settings tab will affect the redaction options as described below:

- On the **Page Settings** tab, click the name **inches** or **mm** to toggle between the two units of measurement. When you click back on the Redaction Settings tab, the lower-right corner displays the Paper size in the units of measurement you selected.
- Make sure the page size selected on the Page Settings tab is correct for the documents you are scanning, otherwise the redaction may not occur in the correct area.
- If **Color Filter** is selected, redaction occurs after the color specified is removed from the image.

  For example, if you selected Red as the color dropout, but then specify red for the redaction region, the final image will have the redacted region filled with gray when scanning Grayscale, or black or white when scanning in Black&White.
- If **Autorotate 90** is selected, redaction occurs after the page has been rotated. When inputting the position and area for redaction, use the measurements of the page in the landscape position.



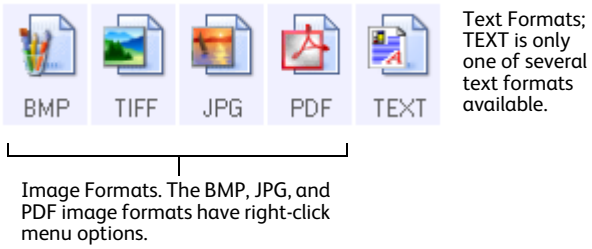
Click the name to toggle between inches and millimeters.

File Formats

The available file formats, in the **Select format** panel, are based on the selected destination for scanning. For example, if scanning to the destination Transfer to Storage, all file formats are available as the files are saved directly to a folder without opening any application. If the destination is an application, such as Microsoft's Paint, only the file types the application supports will be available in the **Select format** panel.

Most of the format icons have a right-click menu to select file format specific options, or choose additional formats that are not represented in the panel by default.

The format names in the Select format panel indicates the file type extension for the scanned file.



Create Single Image Files

The TIFF and PDF formats, as well as the text file formats, support multiple page documents in a single file. If you are scanning as a TIFF or PDF format, or as one of the text formats, and want one file created for each image scanned, select **Create single image files**. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP, PNG, GIF, JPG, or JP2.

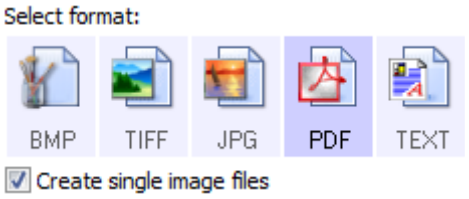
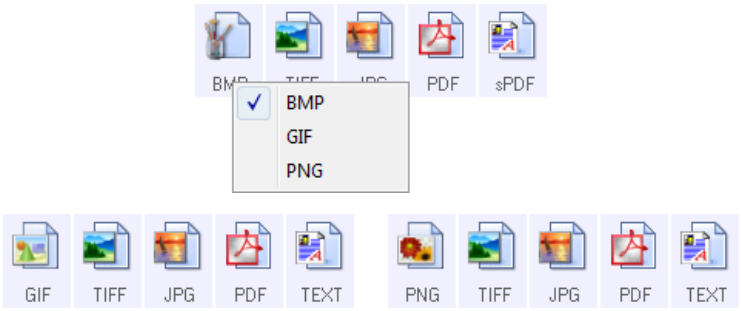


Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction.



Right-click on the BMP icon to access the GIF and PNG image formats. When you select either of these formats, the format panel will change the BMP icon to the selected image format icon.





BMP—The *.bmp (bitmap) format is generally used when you want to do additional image processing, such as photo touch-up or color correction, as very little image compression is used when creating the file. When scanning in color or grayscale, BMP scans result in the largest file size of the image formats.



GIF—The *.gif (graphics interchange format) format is generally used when putting images on a website or server, as image compression can reduce the file size by approximately 95 % when compared to a BMP file of the same image. Company logos and small pictures on a webpage are often GIF images. The GIF compression, and limited color range, can result in the medium and large images looking grainy or pixilated.

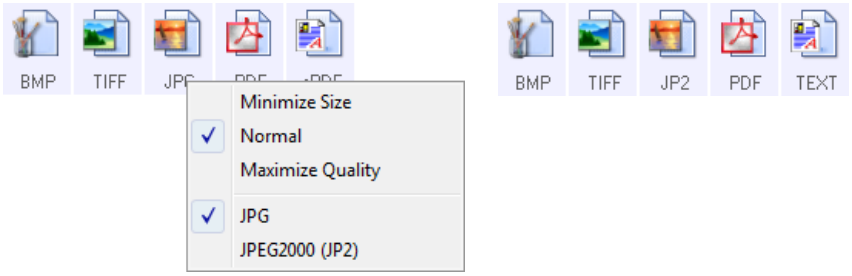


PNG—The *.png (portable network graphics) format is another common image format for website graphics. Like GIF, the PNG compression greatly reduces the file size when compared to a BMP file of the same image. However, the PNG compression is different from GIF compression in that PNG images look better when scaled. Therefore, PNG is often used in place of GIF for company logos with a lot of detail, clickable buttons, medium sized pictures, and so on.



TIFF—The *.tif (tagged image file format) format is another image type that is often used for photo editing. When scanning in color, it produces a file of similar quality and size to a BMP file. However, when scanning in Black & White, the TIF compression produces the smallest file size of all the image types without losing image quality. TIFF also supports multi-page image files.

Right-click on the JPG icon to access the JP2 image format. When you select JP2, the format panel will change the JPG icon to the JP2 format icon.





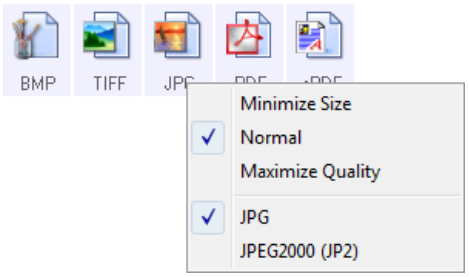
JPG—The *.jpg (joint photographic experts group) format is a common image format for transferring pictures electronically, such as posting to a website or sending via email, as JPG image files are smaller than BMP and TIFF files. You can change the level of compression for the picture file to have better quality or a smaller file size.



JP2—The *.jpg2 (joint photographic experts group 2000) format is the new JPEG standard. This new JPG file type has improved compression for better image quality at smaller file sizes. Please refer to the official JPEG website at www.jpeg.org for more information about this file format, and a list of applications that can view and/or open this file type.

To select a JPEG file size:

1. Select **JPG** as the page format.
2. Right-click on the **JPG** icon.
   A menu opens.



3. Choose the file size/image quality option for your scanned images.
   Minimize Size—Smallest file size, lowest image quality.
   Normal—Medium file size, some loss of image quality.
   Maximize Quality—Largest file size, minimal loss of image quality.
   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG selected as the file format are not affected, so you can set the JPG file size/image quality independently for each button.
4. Click **OK** or **Apply** on the One Touch Properties window.

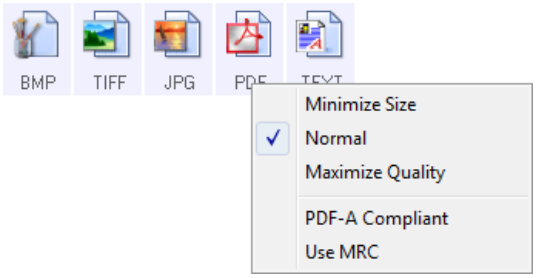
Right-click on the PDF format icon to change the image quality or select the option to make the scanned PDF file PDF-A compliant.



PDF—the *.pdf (portable document format) image format is often used to create images of text pages. The image compression of PDF files creates relatively small file sizes when scanning multiple page files in color. While the TIFF image format also supports multiple page files, when scanning in color the TIFF files are often too large to be transferred electronically. The PDF file format is often used for posting multiple page files to websites, sending via email, and permanent storage. As with the JPG file format, you can change the PDF quality to reduce the file size or improve the image quality.
Adobe® Reader®, or other PDF viewer software, must be installed on your computer for you to to view PDF files.
Using PDF-A when scanning as PDF, means the files are compliant with the ISO-19005-1 standard for permanent archival of electronic documents. More information about this standard can be found at www.pdfa.org.

To select a PDF file size:

1. Select **PDF** as the page format.
2. Right-click on the **PDF** icon.
   A menu opens.



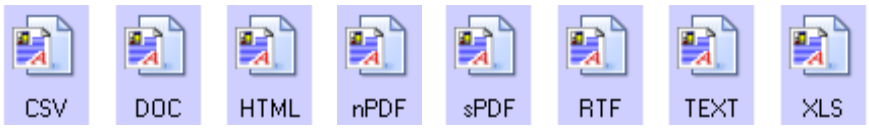
3. Choose the file size/image quality option for your scanned images.
   Minimize Size—Smallest file size, lowest image quality.
   Normal—Medium file size, some loss of image quality.
   Maximize Quality—Largest file size, minimal loss of image quality.
   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have PDF selected as the file format are not affected, so you can set the PDF file size/image quality independently for each button.
4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

Detailed information about these text file formats, and instructions for setting up the OCR options, are in the section Scanning with Optical Character Recognition (OCR) on page 118.



To select a file type for the text format:

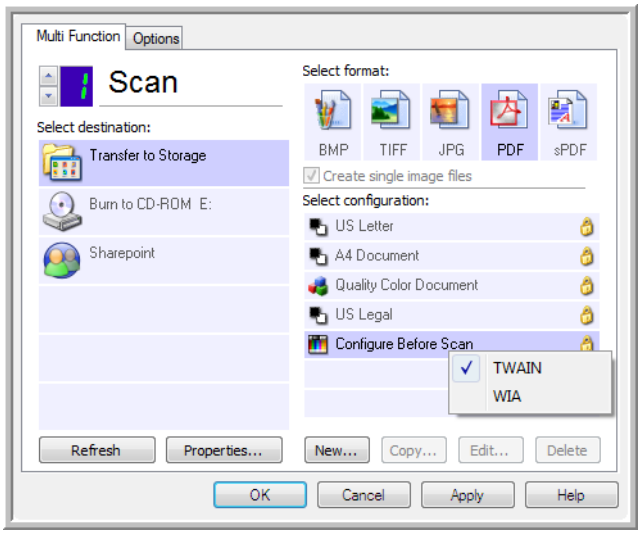
1. Select the Destination Application.
2. Right-click on the text format icon.
   The menu options depend on the type of Destination Application you select.
3. Choose the file type that you want for the text format.
4. Click **OK** or **Apply** on the One Touch Properties window.

Configure Before Scan

You can set up the scanner so that, when you press a button or click it on the Button Panel, a different scanning interface opens before the scanning starts. To set up the scanner for this capability, you select Configure Before Scan from the scan configuration list.

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you press a button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the One Touch Properties window for that button.

1. Open the One Touch Properties window.
2. Select the scan configuration **Configure Before Scan**.



Select then right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See Scanning from TWAIN on page 127.

   WIA—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See Scanning from WIA on page 143.
4. Click **OK** or **Apply** on the One Touch Properties window.

To Scan Using Configure Before Scan

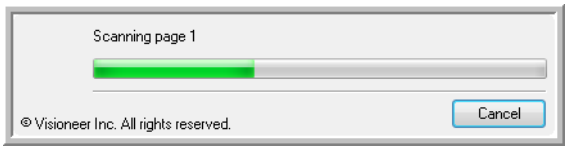
1. Click the button you set up to use Configure Before Scan.
2. The TWAIN Interface opens.
3. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.

4. Click the **Scan** button on the TWAIN Interface.
5. The item is scanned. When finished, click the **Done** button and the image will be sent to the Destination Application specified in the One Touch Properties window.

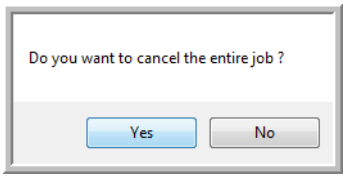
   In the example shown on the previous page, the Destination Application is Paint.

Canceling a Configure Before Scan

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

  Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

  For instance, the Picture Type is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over but select the correct picture type before scanning.
- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page in the scanner, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

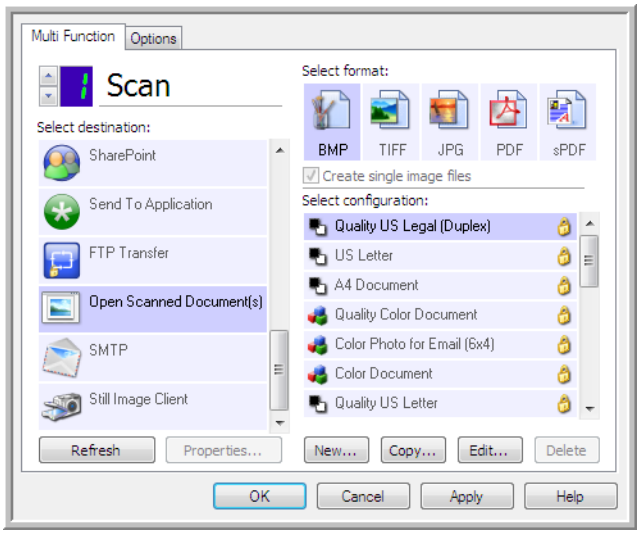
  Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire batch, you can stop the current scan, change the picture type from Black & White to Color, then restart the scanning without losing the pages already scanned.

Open Scanned Document(s)

Select the destination **Open Scanned Document(s)** to have the scanned document open automatically when scanning is complete.

Supported file types—All file formats are available when scanning to the Open Scanned Document(s) destination. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

Destination type—The Open Scanned Document(s) destination is classified as a "Document Management Link". To make it available in the destination list, you must select **Document management** on the Options tab in the One Touch Properties window.



Technical Note:

- If there is no application installed for the file format you selected, the One Touch Link Log Viewer will open when scanning is finished showing the failure. You can double-click on the log failure to open the detail view of the failed transfer.

  For example, if you select PDF as the file type a PDF viewer application must be installed to open the file.

  Either install an application for that file type, or associate an application in the Windows Explorer folders option, please refer to your Windows documentation for instructions on associating file types.
- When scanning to multiple destinations, the scanned file is still sent to the other selected destination application(s) in One Touch.

Transfer to Storage

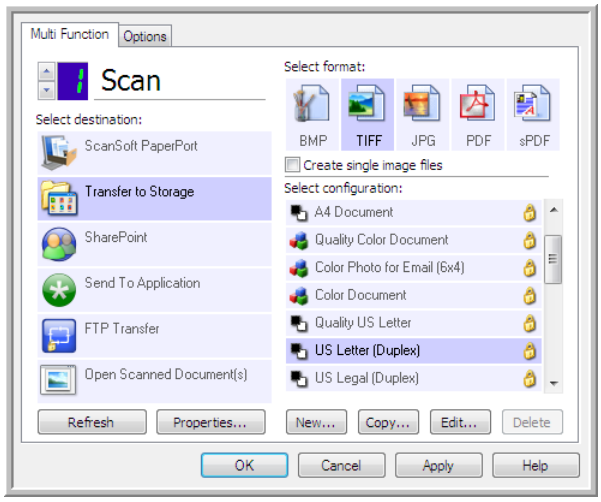
With Transfer to Storage, you can scan documents and save them in a folder in one step.

Supported file types—Since the files are saved directly to a folder on the computer or server, all file formats in One Touch are available. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

Destination type—The Transfer to Storage destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

Setting the Folder and Options from One Touch

In the One Touch Properties window, select **Transfer to Storage** as the Destination Application for scanning.

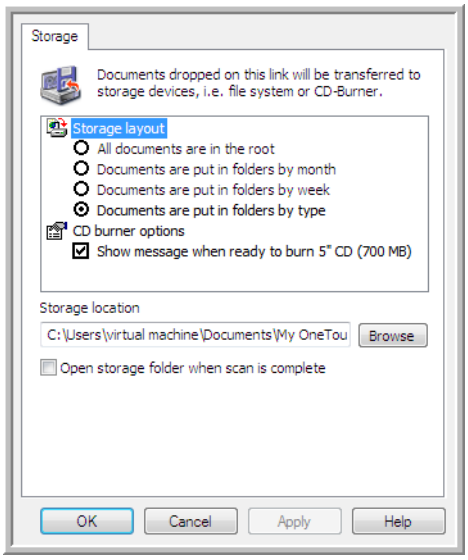


- Click the **Properties** button to open the One Touch Link Properties for Transfer to Storage. From this window, you can change the global default storage location and options.

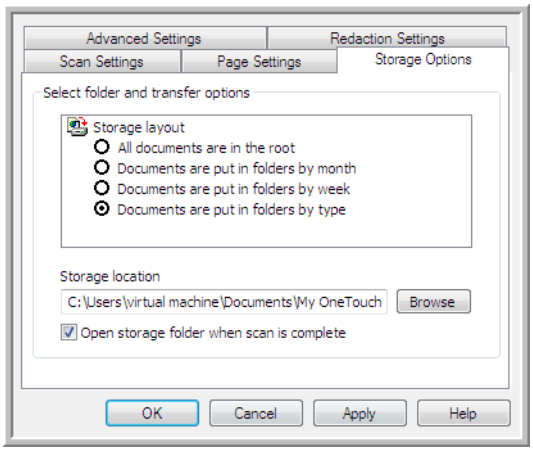
  On initial installation of One Touch, all scan configurations use these settings. When you create new configurations, the default settings will also match what you have selected here. If you modify the storage options in an individual configuration, changing the options in this Link Properties window will no longer update to the configurations you modified.
- Click the **New**, **Copy**, or **Edit** button to open the Scan Configuration Properties window. Click on the **Storage Options** tab and use this window to set a configuration to scan to a different folder than the one selected in the Link Properties window.

  Changing the options in this window only affects the configuration you are creating or modifying. All other configurations will retain their settings for this destination.

Transfer to Storage One Touch Link Properties window



Scan Configuration Properties window - Storage Options tab



Storage layout

- **All documents are in the root**—The scanned documents are saved in the root of the folder specified in the **Storage location**.
- **Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or file type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

Storage location

- This is the location on the computer or network where the file will be saved. Click on the **Browse** button to change the location by browsing through your Windows folder list, or type a location directly into the input field. You can select a local folder, or a folder on a server or mapped drive.

Open storage folder when scan is complete

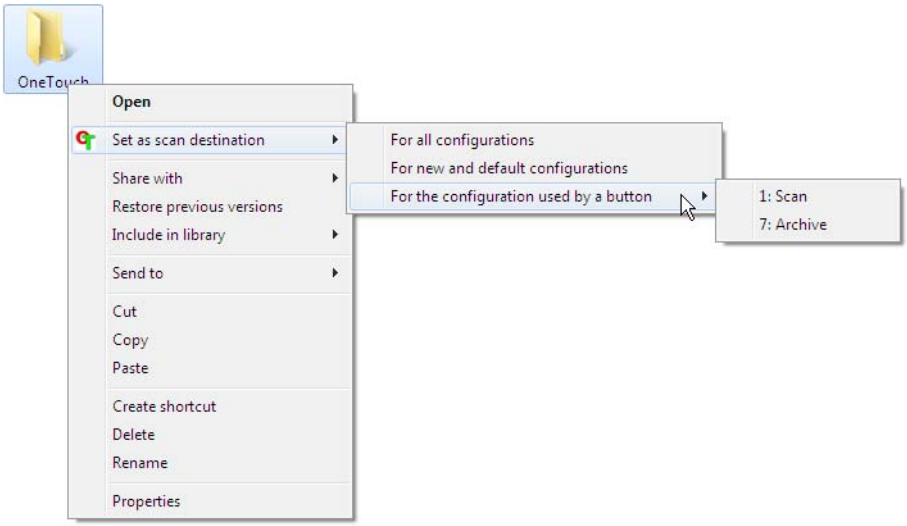
- Select this option to have the folder, specified in the Storage location, open when scanning is complete and the image has been transferred to that location. If you have selected a **month**, **week**, or **type** grouping option, the folder that opens will be the grouping option you selected.

Setting the Folder from Windows

When One Touch was installed, a storage option was added to the right-click menu of your Windows folders. This menu option allows you to set the Transfer to Storage folder location without opening One Touch first.

1. Right-click on the folder you want set as the scan destination.

2. Hover the mouse cursor over the **Set as scan destination** option and the sub-menu will open to the right. Click on the setting you want the **Storage location** to be updated with.



- **For all configurations**—select this option to have the storage location, in all scan configurations Storage Options tabs, updated to use this location. Note that the storage Link Properties location will also update to use this location.
- **For new and default configurations**—select this option to have the One Touch Link Properties storage location updated. Any scan configurations that you have *not* previously updated, with custom storage locations, will also use this location.
- **For configuration used by a button**—when you select this option, another sub-menu will open to the right. The sub-menu will contain a list scanner buttons that are currently set to scan to the Transfer to Storage destination. Select the button you want updated to use this location. This option modifies *only* the scan configuration that is assigned to the button you select. If you have multiple One Touch 4.6 scanners installed, the first sub-menu will show a list of the currently connected scanners for you to select which scanner to update.

  Note that this option is disabled if there is no scanner plugged in and turned on.

Scanning to Multiple Folders

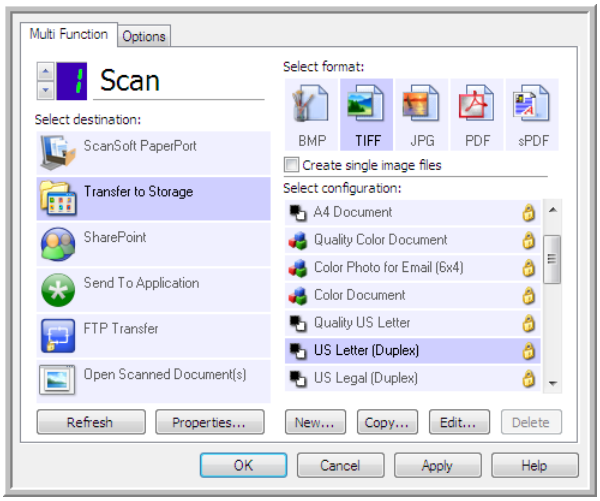
When archiving documents with Transfer to Storage option, you can scan the documents to different folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

Setting up multiple folders for transfer to storage

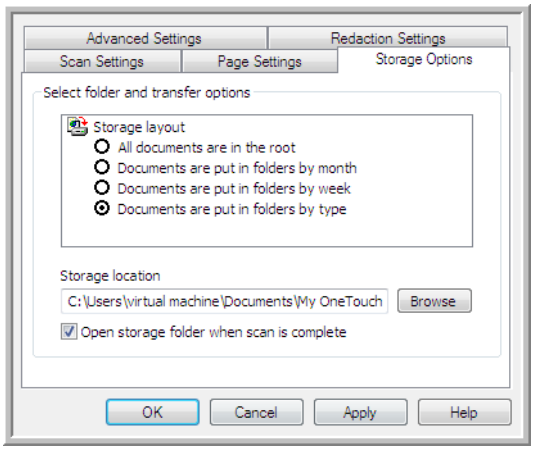
1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.

2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.



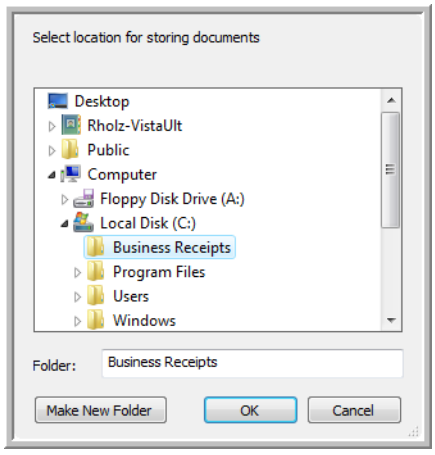
The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.
7. Click the **Storage Options** tab.

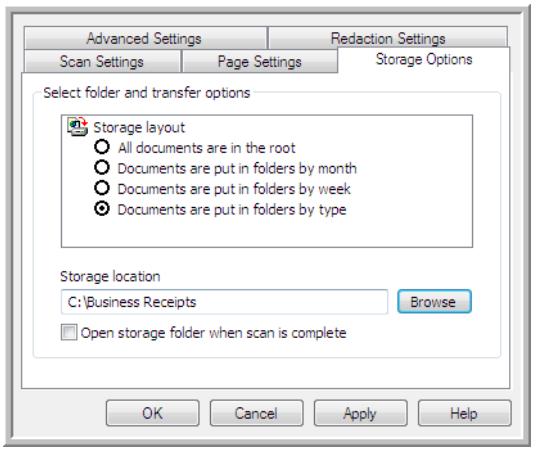


8. Click the **Browse** button.

9. Select the folder you created for storing the scanned documents.



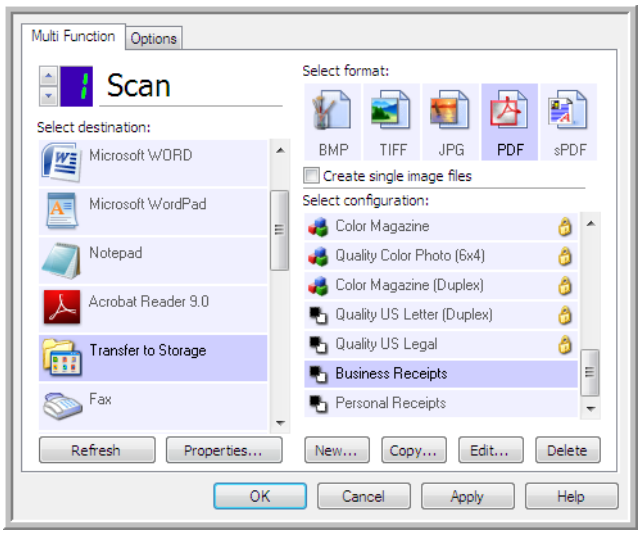
10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named "Personal Receipts."

    Note: Make sure to designate *separate* folders as the Storage Locations for each new configuration.

13. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

14. Now select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

Scan to multiple storage folders:

1. Insert the document you want to scan to storage.
2. Start scanning with the first button that you set to scan documents and transfer to storage.
3. When scanning is complete, insert the next set of documents in the scanner, then press the second button you set to scan documents and transfer them to storage.
4. When scanning is finished, the documents are stored in the two separate folders.

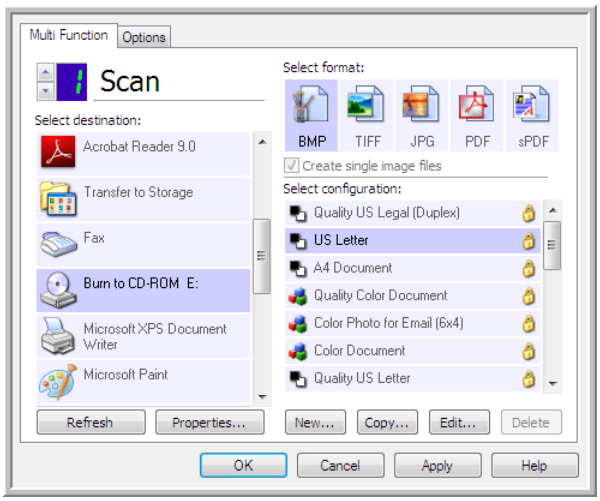
Burn to CD-ROM

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows version XP or later.

Supported file types—Since the files are going to be burned to a CD, all file formats in One Touch are available. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

Destination type—The Burn to CD-ROM destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

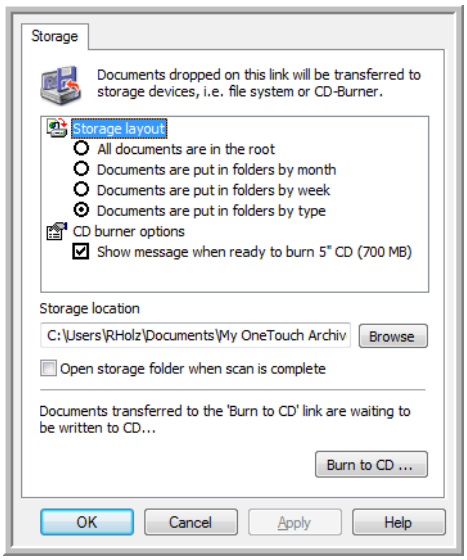
1. Open the One Touch Properties window.
2. Select **Burn to CD** as the Destination Application.



3. Choose a File Format and a Scan Configuration.
4. Click **OK**.
5. Now start scanning using the scanning button you set to scan and burn to a CD.

   The scanner will start scanning. When finished the file will be saved to the Windows temporary location for CD files. An information bubble will appear in the Windows notification area telling you that there are files waiting to be burned to CD.

6. When you are ready to burn the files to a CD, open the One Touch Properties window, select **Burn to CD** and then click the **Properties** button.



7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

   If other files are also waiting in this location, they will get written with the One Touch files on the CD.

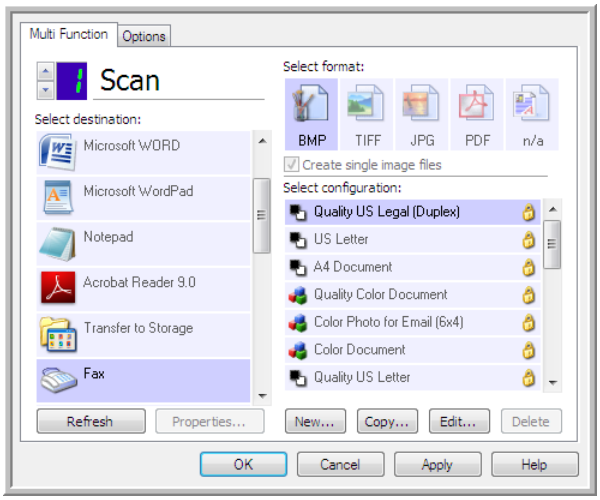
Printer or Fax

The availability of printers and/or faxes in the One Touch destination list depends on whether or not you have printers or faxes configured in Windows. Please refer to the Windows documentation, or your printer or fax documentation, for setting up printers and faxes.

Supported file types—Only the BMP file format is available, when scanning to a printer or fax, as only uncompressed data can be send to these devices.

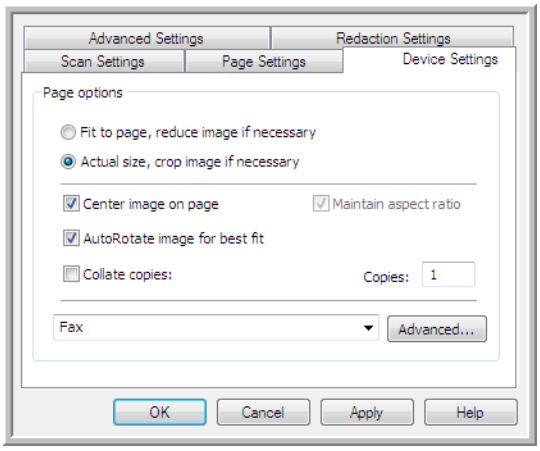
Destination type—Printers and Faxes are classified as “Device Links”. To make them available in the destination list, you must select **Fax and Print** on the Options tab in the One Touch Properties window.

The **Properties** button will be disabled in One Touch as there are no global properties for this type of destination.



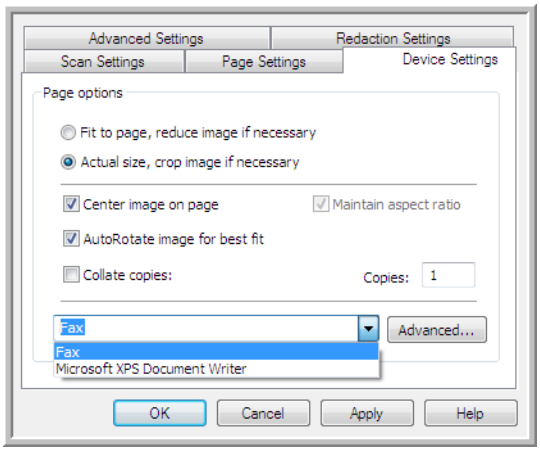
Select a printer or fax device, in the **Select destination** list, then open a Scan Configuration to modify the settings for the device you selected.

Click on the **Device Settings** tab and use the options on this tab to select settings for the device.



- **Fit to page, reduce image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.
- **Actual size, crop image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.
- **Center image on page**—The image will be printed in the center of the page instead of at the top left corner.
- **Maintain aspect ratio**—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.
- **AutoRotate image for best fit**—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.
- **Collate copies**—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.
- **Advanced**—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

Note: When scanning to multiple printers and/or faxes, select the specific device, you want to configure the Advanced features for, from the list before clicking on the **Advanced...** button.

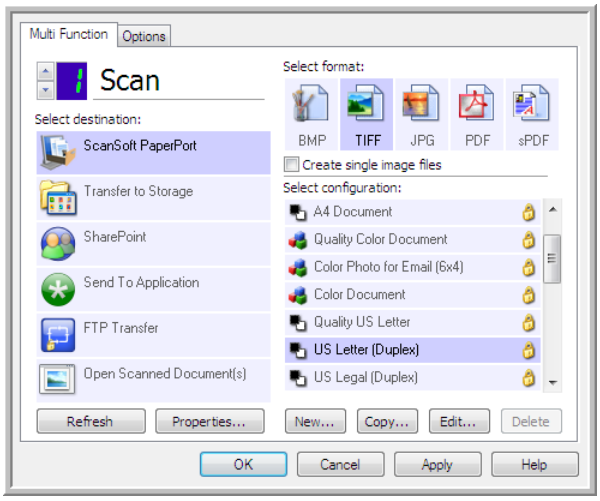


PaperPort

In the One Touch Properties window, select **PaperPort** as the Destination Application for scanning.

Supported file types—All image file formats are available when scanning to PaperPort. The sPDF and nPDF text file formats are only available when the OmniPage software or One Touch OmniPage module is installed. Please refer to Text Formats on page 68.

Destination type—The PaperPort destination is classified as a "Document Management Link". To make it available in the destination list, you must select **Document management** on the Options tab in the One Touch Properties window.

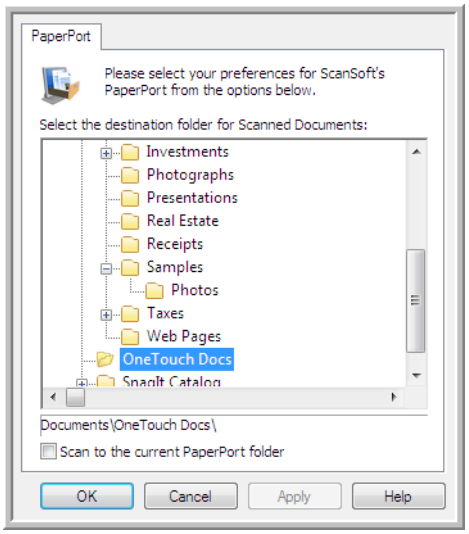


- Click the **Properties** button to open the One Touch Link Properties for PaperPort. From this window, you can change the default folder location and options.

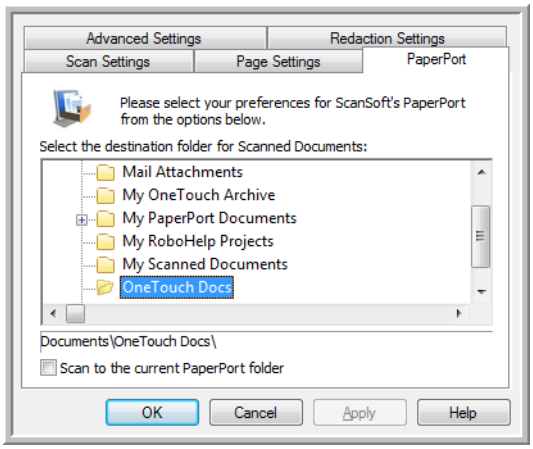
  On initial installation of One Touch, all scan configurations send the scanned document to the folder selected in this window. When you create new configurations, the default settings will also match what you have selected here. If you modify the options in an individual configuration, changing the options in this Link Properties window will no longer update to the configurations you modified.
- Click the **New**, **Copy**, or **Edit** button to open the Scan Configuration Properties window. Click on the **PaperPort** tab and use this window to set a configuration to scan to a different folder than the one selected in the Link Properties window.

  Changing the options in this window only affects the configuration you are creating or modifying. All other configurations will retain their settings for this destination.

PaperPort One Touch Link Properties window



Scan Configuration Properties window - PaperPort tab



Select the destination folder for Scanned Documents

- Select a folder to send the scanned document(s) to when scanning to the PaperPort destination.

  The list of folders in this window are from the PaperPort Folder Manager. Use the PaperPort Folder Manager to add or delete folders, add other drives and network locations to this list. You cannot add new folders from the One Touch PaperPort configuration windows.

Scan to the current PaperPort folder

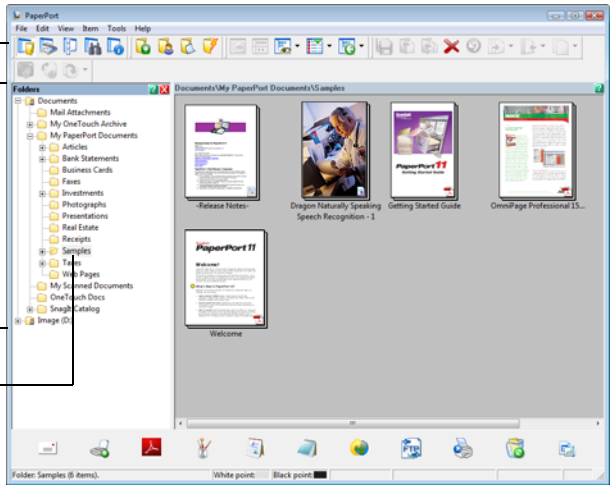
- Select this option to have the scanned document(s) sent to the currently selected folder in the PaperPort application.

  The PaperPort software must be open, before scanning, for the scans to be sent to the selected folder in the PaperPort folder pane. If PaperPort is not open, this option is ignored and the scanned file is sent to the folder selected in either the One Touch Link Properties or Scan Configuration window for PaperPort.

Click the folder icon to open or close the folder list in PaperPort.

These are the folders that are available in the One Touch PaperPort configuration windows. Press **F1** on your keyboard to open the PaperPort help file for instructions on managing this folder list.

The selected folder in this list is where the scanned file will be saved when PaperPort is open *and* the One Touch option **Scan to the current PaperPort folder** is selected.



SharePoint

The SharePoint destination link allows scans to be sent directly to a SharePoint site from One Touch. Please contact your SharePoint site administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Setup and configuration of the SharePoint sites and user accounts are outside the scope of this document.

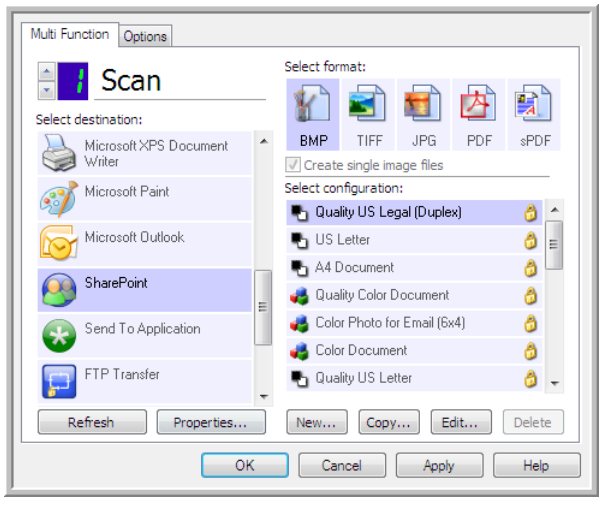
Supported file types—All image and text file formats, except HTML, are available when scanning to the SharePoint site. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

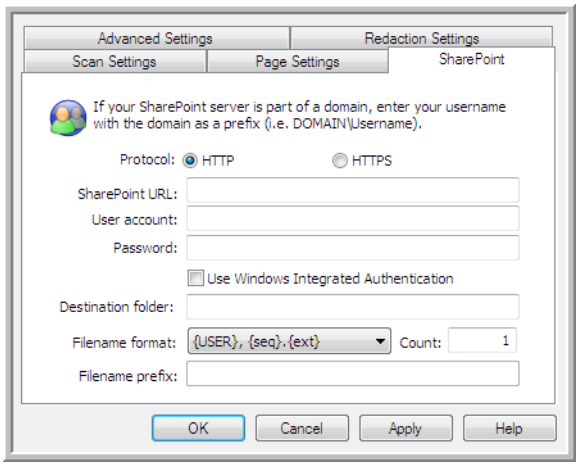
Destination type—The SharePoint destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

All configuration of the SharePoint server is done using the SharePoint settings tab in the Scan Configuration Properties window.

1. Select **SharePoint** as the destination application.
2. Open the Scan Configuration you want to modify for scanning to a SharePoint site, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your SharePoint site information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
3. Click on the **SharePoint** tab and fill in the fields with the information for your SharePoint site.





- **Protocol**—Select which protocol you want to use to transfer the scan to the server.

- **SharePoint URL**—Input the full URL path of the SharePoint site without the http(s):// designation and actual page. This path should include everything except the destination folder.

  For example, if the web browser URL displays **http://sharepoint.site.com/IT/common/shared documents/default.aspx**, then you would configure the SharePoint server path as follows:

  - Select **HTTP** as the protocol
  - The SharePoint URL would be **sharepoint.site.com/IT/common**
  - The Destination folder would be **shared documents**
- **User account**—Input the user account name that has privileges to save files to the specified SharePoint site and Destination folder.
- **Password**—Input the password for the user account name you specified.
- **Use Windows Integrated Authentication**—Select this option to use the Windows current user's login name and password to access the SharePoint site.
- **Destination folder**—This is the folder where the final scanned document(s) are transferred to when scanning is complete.
- **Filename format**—Select a file naming format, for the scanned document, from the list. Select "Use custom file naming" to use the file you set on the Options tab in the One Touch Properties window.

  Count—This field will enable when the selected Filename format contains {seq}. Input the number you want the sequential count to start from.

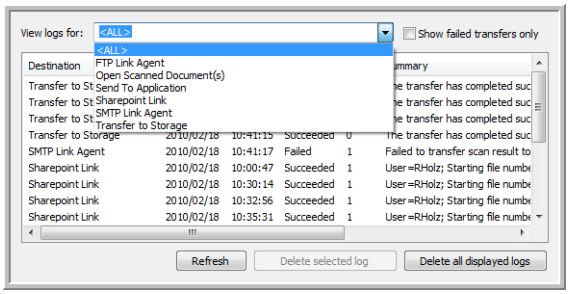
  Filename prefix—This field will enable when the selected Filename format contains {prefix}. Input the name or value you want as the prefix in the final file name.

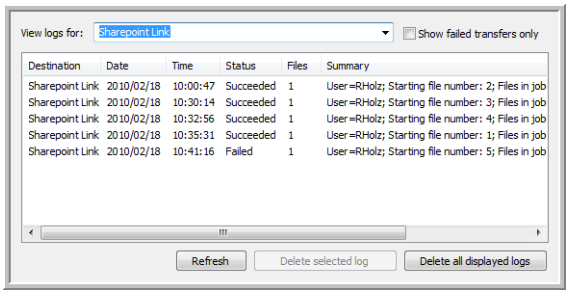
Because the destination configuration is done through the scan configuration, you can set each configuration to scan to different SharePoint site, folder, filename format, using different user credentials, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 75.

Click on the **Help** button, in this configuration tab, to launch the SharePoint help file. The help file contains detailed information about the settings in this window and technical implementation notes.

SharePoint Link Log Viewer

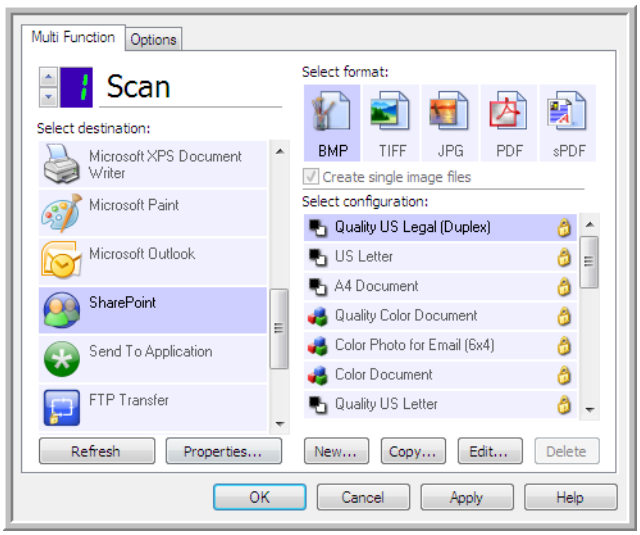
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **SharePoint Link** from the list to display the transfer history for the SharePoint link only.

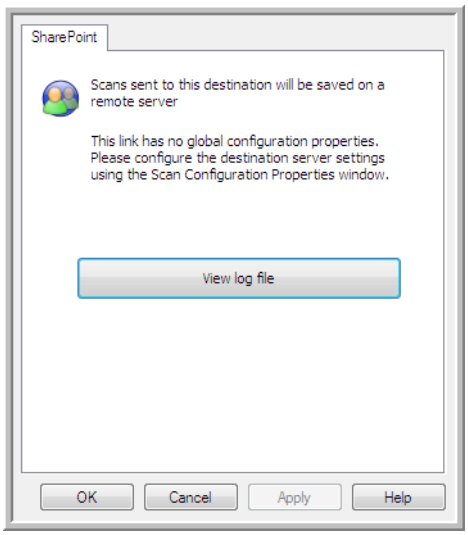




Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the SharePoint One Touch Link Properties window. There are no global configuration properties for the SharePoint destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.





FTP Transfer

The FTP Transfer destination link allows scans to be sent directly to an FTP server from One Touch. Please contact your server administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Setup and configuration of the FTP server and user accounts are outside the scope of this document.

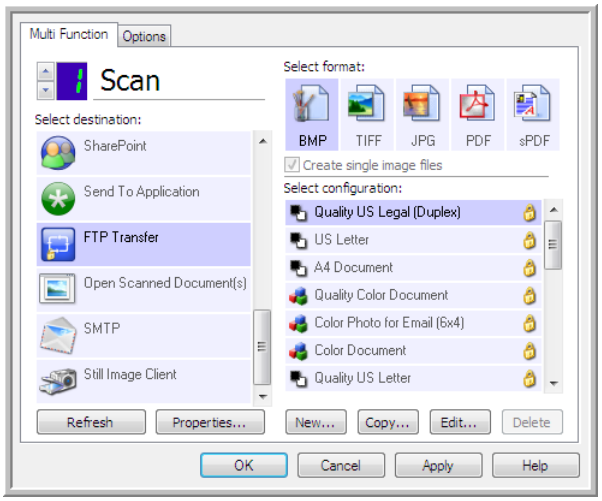
Supported file types—All image and text file formats, except HTML, are available when scanning to an FTP server. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

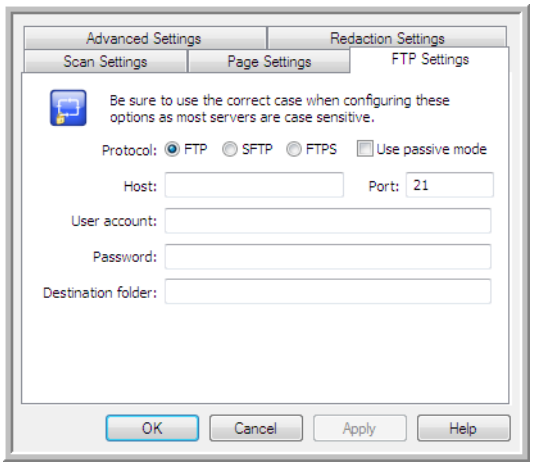
Destination type—The FTP Transfer destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

All configuration of the FTP server is done using the FTP Settings tab in the Scan Configuration Properties window.

1. Select **FTP Transfer** as the destination application.
2. Open the Scan Configuration you want to modify for scanning to an FTP server, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your FTP server information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
3. Click on the **FTP Settings** tab and fill in the fields with the information for you FTP server.





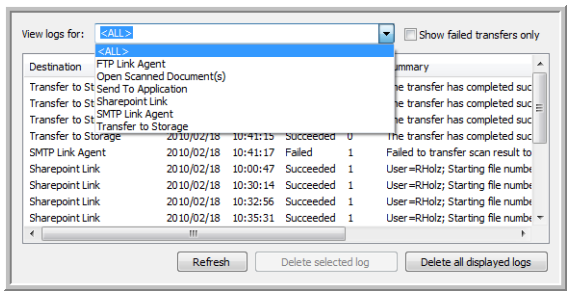
- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. you do not need ftp:// at the beginning. For example, ftp.company.com

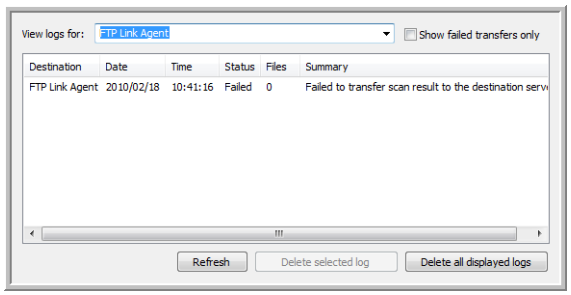
- **Port**—Input which port to use with the selected protocol. Changing the selected protocol will reset this value to the appropriate default for the protocol.
- **User account**—Input the user account name that has privileges to save files to the specified host destination folder.
- **Password**—Input the password for the user account name you specified.
- **Destination folder**—Input the folder path, on the remote FTP server, where you want the scanned documents sent. This path would appear in your web browser after the host name. For example, **marketing/shared documents/data sheets**.

Because the destination configuration is done through the scan configuration, you can set each configuration to scan to a different FTP server, destination folder, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 75.

FTP Link Log Viewer

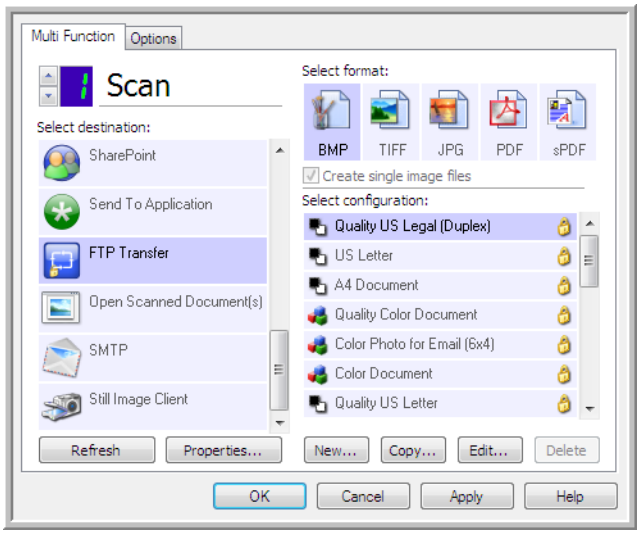
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **FTP Link Agent** from the list to display the transfer history for the FTP link only.

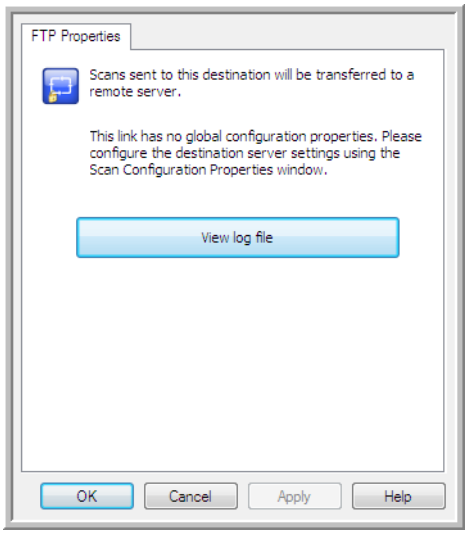




Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the FTP One Touch Link Properties window. There are no global configuration properties for the FTP destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.





SMTP

The SMTP destination link allows scans to be sent directly to an email address, through an SMTP server, from One Touch. Please contact your server administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Configuration of the SMTP server settings and user accounts is outside the scope of this document.

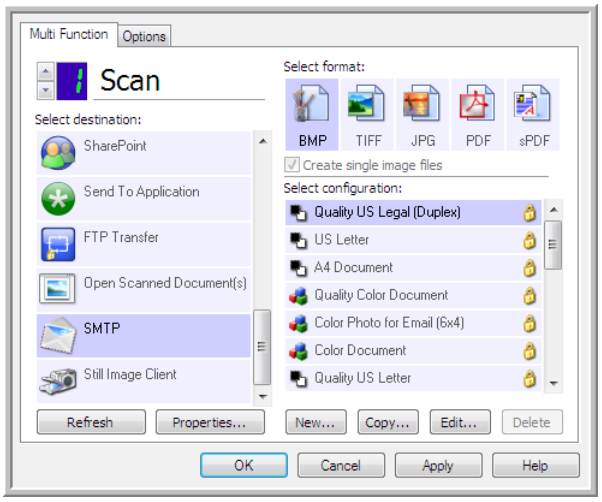
Supported file types—All image and text file formats, except HTML, are available when scanning to an SMTP server. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

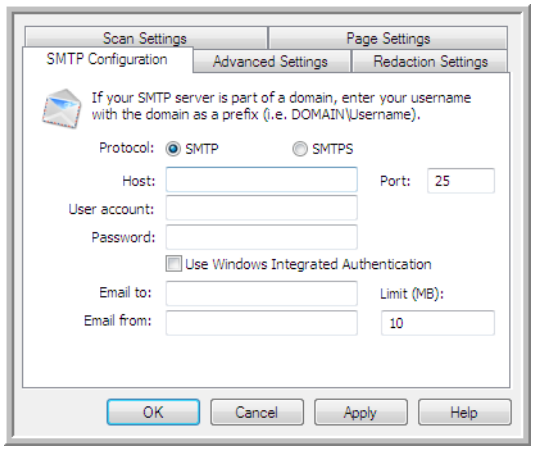
Destination type—The SMTP destination is classified as a "Email Link". To make it available in the destination list, you must select **Email** on the Options tab in the One Touch Properties window.

All configuration of the SMTP server is done using the SMTP Settings tab in the Scan Configuration Properties window.

1. Open the Scan Configuration you want to modify for scanning to an SMTP server, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your SMTP server information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
2. Click on the **SMTP Settings** tab and fill in the fields with the information for you SMTP server.





- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. For example, smtp.company.com
- **Port**—Input which port to use with the selected protocol. Changing the selected protocol will reset this value to the appropriate default for the protocol.

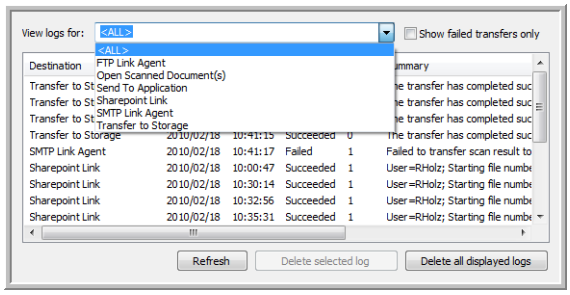
- **User account**—Input the user account name that has privileges to send email messages through the SMTP server.
- **Password**—Input the password for the user account name you specified.
- **Use Windows Integrated Authentication**—Select this option to use the Windows current user's login name and password to send the message through the SMTP server.
- **Email to**—Input a valid recipient email address to receive the scanned document. If it is not a valid address the transfer will fail.
- **Email from**—Input the email address you want to appear in the email message "from" field.
- **Limit (MB)**—Input the maximum message size limit set on the SMTP server. This number should be lower than or match the SMTP server maximum. You cannot send messages that exceed the maximum message size of the SMTP server.

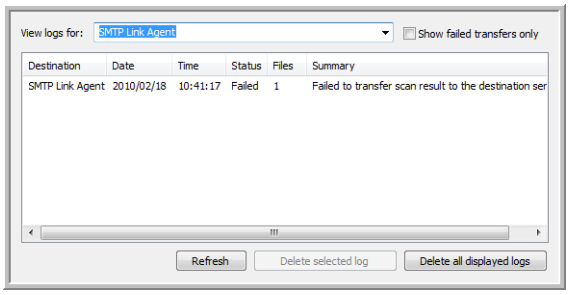
Because the destination configuration is done through the scan configuration, you can set each configuration to scan to a different SMTP server, send messages to different email addresses, using different user credentials, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 75.

Click on the **Help** button, in this configuration tab, to launch the SMTP help file. The help file contains detailed information about the settings in this window and technical implementation notes.

SMTP Link Log Viewer

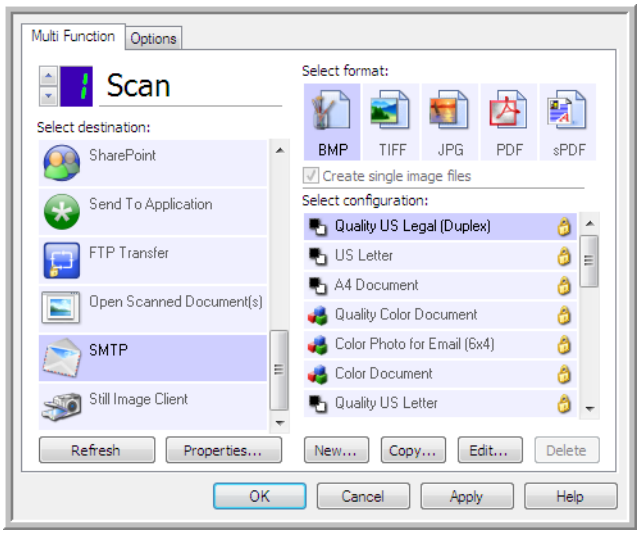
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **SMTP Link Agent** from the list to display the transfer history for the SMTP link only.

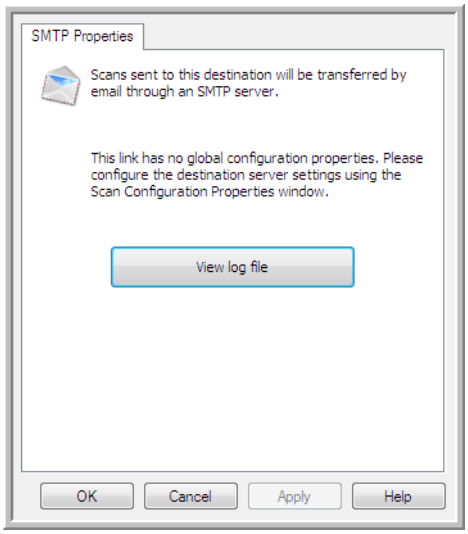




Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the SMTP One Touch Link Properties window. There are no global configuration properties for the SMTP destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.



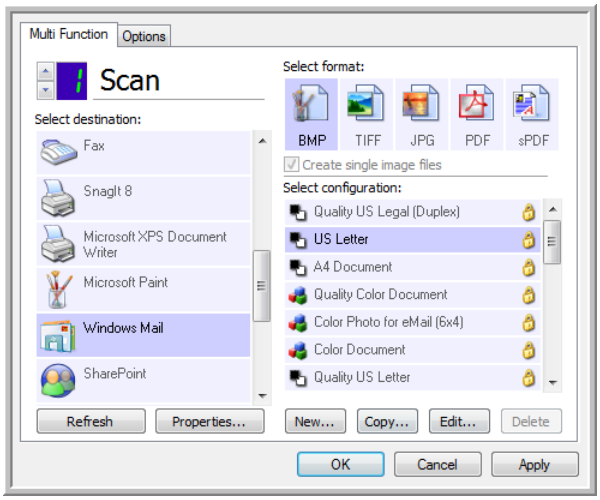


Email Applications

Scanning to an email application, such as Outlook or Windows Mail, attaches the scanned image to a blank email message. You then fill in the recipient email address(es) and send the message. You need to have configured an email application before you can scan to it using One Touch. If you do not have your email application set up prior to scanning, the default Windows email application will open and ask you to configure your user information. Please contact your IT department, server administrator, or other group that provided you the email information for setup instructions. Configuring an email application and user account is outside the scope of this document.

Supported file types—All image and text file formats, except HTML, are available when scanning to an email application. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

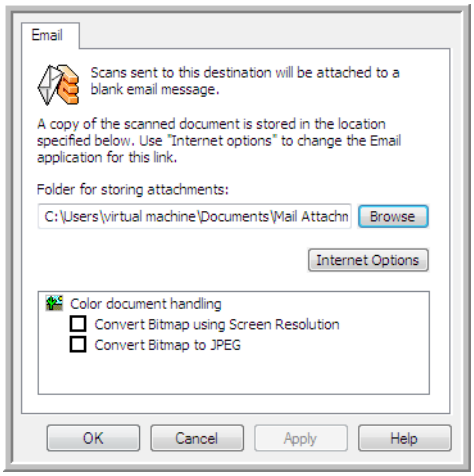
Destination types—The email destination is classified as an "Email Link". To make it available in the destination list, you must select **Email** on the Options tab in the One Touch Properties window.



The email application in the One Touch destination list is the default email program selected in the Internet Options of Internet Explorer. Click on the email application that is in the list, then click on the **Properties** button to launch the Email One Touch Link Properties window to change the email application.

Email Properties

Use the Email Link Properties window to select a folder for storing a permanent copy of the scanned image, setting the color document options, and changing the email application that is in the One Touch destination list.



- **Folder for storing attachments**—Click the **Browse** button to change the location using the Windows file browser, or type a location directly in the field.
- **Internet options**—If you need to change your email client, or any other internet options, click the **Internet Options** button.

  The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the program list. These are the standard Windows Internet Explorer options. Please see your Windows documentation for more information about the Internet Explorer options.

Color document handling—Click in the Color document handling settings boxes for the options you want.

- **Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen.
- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet.

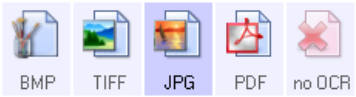
If you changed the email application Internet Explorer, and it does not immediately appear in the **Select destination** list, click the **Refresh** button to update the destination list in One Touch.

Text Editors

Scanning to a text editing application, such as Microsoft's Notepad or WordPad, automatically converts the text in the scanned image into editable text using Optical Character Recognition (OCR).

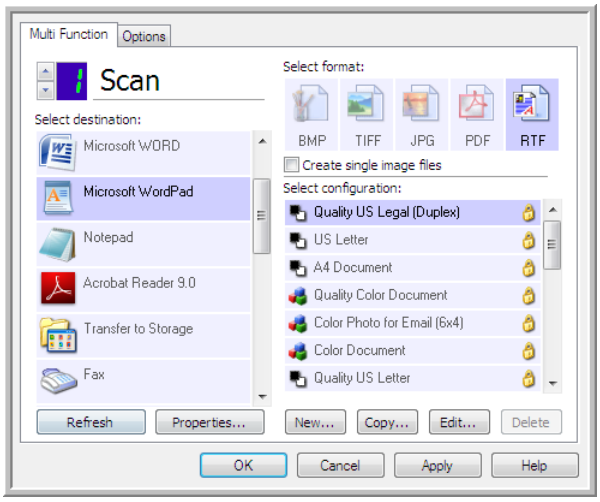
Supported file types—The text file formats and destination applications are only available if an OCR module or application is installed. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed. Additionally, the available file formats are application specific, for example Microsoft's WordPad can open *.txt and *.rtf files, so only those two file types will be available when scanning to WordPad.

Note that when there is no OCR module or application installed, the format panel will not contain a text icon and there will be no text editor applications in the Select destination list.



Destination type—This destination type is classified as a "Text Based Link". To make it available in the destination list, you must select **Text editing applications** on the Options tab in the One Touch Properties window. If the text editing application you are using does not appear in the Select destination list, you can add the application using the Text Documents One Touch Link Properties window.

1. In the One Touch Properties window select one of the default text editors such as WordPad.

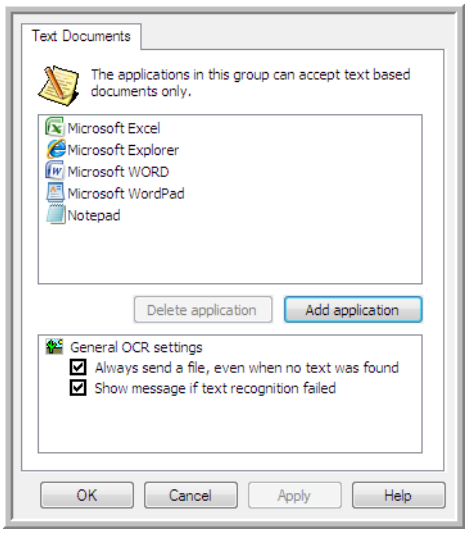


2. Click on the **Properties** button to open the Text Document One Touch Link Properties window. From this window you can select what One Touch should do when text is not detected or recognition fails, and add other applications to One Touch.

   Note that if you recently installed an application, click the **Refresh** button to see if One Touch will automatically configure the link before you try adding it manually.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, and any other text editing applications indicated by their icons in the list.



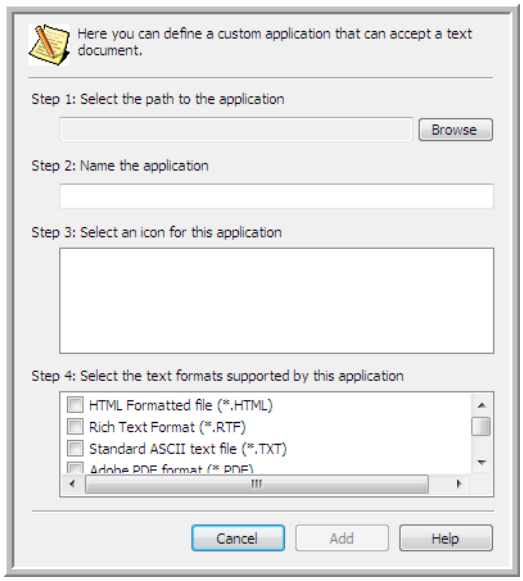
- **Add application**—Click this button to open the Add Text Based Link dialogue so you can add other text editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only delete an application that you have added, the destinations that are linked when One Touch is installed cannot be deleted.

Click in the OCR settings boxes for the options you want. The options will apply to all the applications in the group.

- **Always send a file, even when no text was found**—The scanned file is sent to the application even if the image does not appear to contain text. This could occur if you scanned a photograph with a scanner button set for text applications.
- **Show message if text recognition failed**—A message will open on the screen if the OCR reader does not detect text in the image.

Adding Text Editor Applications to One Touch

1. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.



2. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

3. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

4. In step 4 of the dialog box, select the file formats that the application will accept.

   HTML Formatted file—Select this option when you want to scan to your web browser for posting HTML pages to a website. Even though word processing applications, such as Notepad and Word can open *.htm files, you cannot scan as *.htm to word processing text editors. Scanning as HTML creates a directory with the *.htm file and linked images for website use. Word processing applications cannot accept a directory structure for image and text transfer.

   Rich Text Format—Select this option if your application can open *.rtf files, which are plain text documents that contain formatting. Microsoft's WordPad application is a compatible application for the *.rtf file formation.

   Standard ASCII text file—Select this option if you want to have plain text, without formatting, sent to your text editing application. Most text editing applications will accept plain text (*.txt) files.

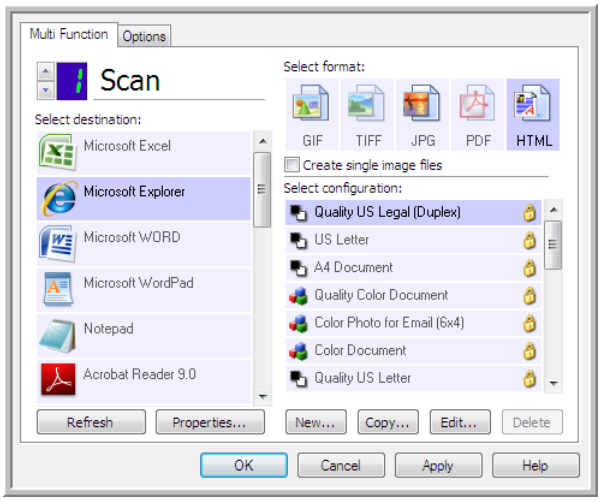
   Adobe PDF format—Select this option if you are adding a PDF viewing or editing application to the list. This PDF format is an image format only, it will not recognize the document using OCR, and you will not be able to search or edit the text in the final file. The application you are adding must be able to open *.pdf files.

   Adobe searchable PDF—This is the PDF image format with a hidden searchable text layer. You will not be able to edit the text the file. The application you are adding must be able to open *.pdf files.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.
5. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.
6. Click **OK** on the Link Properties window.
7. Click **Refresh** on the One Touch Properties window and the new application should now be available.

Creating an HTML Web Page from Your Scanned Documents

1. Open the One Touch Properties window.
2. Select your web browser as the Destination Application and Choose **HTML** as the Format.



Choose HTML

3. Choose a Scan Configuration that has the settings for how you want any images, on the pages you are scanning, to be displayed. For example, choose a color or grayscale scan configuration if your documents contain images that you want posted to your website with the HTML text.
4. Click **OK**.
5. Start scanning using the button you selected for scanning with the HTML format.

   When scanning is finished, the document is first converted to editable text using the OCR process, then converted into an HTML format. Any images detected by the OCR engine are isolated and linked as *.gif files.
6. Microsoft Internet Explorer, or other web browser you scanned to, then opens showing your converted page. The application's URL field shows the location where One Touch saved the HTML files for you to locate and post to your website.

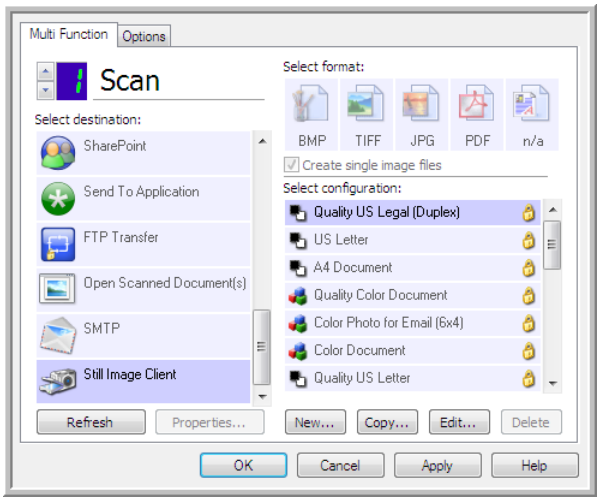
Still Image Client

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding.

Supported file formats—You cannot select a file format when scanning to the Still Image Client as the destination application is not selected until after you start scanning.

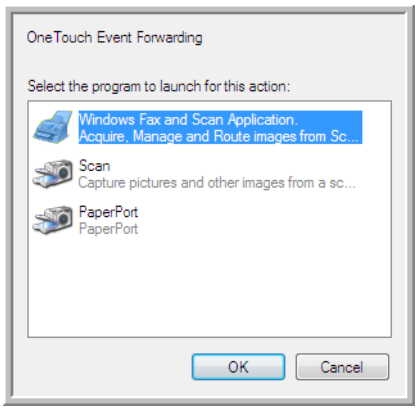
Destination type—The Still Image Client destination is classified as an "Event Forward Link". To make it available in the destination list, you must select **STI event forwarding** on the Options tab in the One Touch Properties Window.

Please note that if you are have turned on the option to scan to multiple destinations, the Still Image Client destination cannot be selected. Please click on the Options tab and deselect **Enable scanning to multiple destinations** to proceed with scanning to this destination.



1. Open the One Touch Properties window, and select **Still Image Client** as the Destination Application.
2. Choose a Scan Configuration and click **OK**.
3. Start scanning using the button you selected for event forwarding.

4. A dialog box opens for you to select the application to use for scanning. Select the application you want in the box and click **OK**.



Now the application you selected opens and you can continue scanning using that application's interface.

Technical Note

If the scanner scans and sends an image to an application *without* prompting you to choose an application to run, the control panel options for your scanner's events are automatically set to run a specific program when an event is initiated. Follow these steps to change the events setting for your scanner.

1. Open the Windows Control Panel.
2. Open the Scanners and Cameras group.

   When the Control Panel is in Classic View, the Scanners and Cameras group will be in the list.

   When the Control Panel is in Category View (Windows XP), or Home View (Windows Vista and 7), the Scanners and Cameras group will be located under either of the following main groups:
   - *Windows XP*—Printers and Other Hardware
   - *Windows Vista and 7*—Hardware and Sound
3. Open the scanner properties window.
   - *Windows XP*—Click on the scanner icon and then click on the **View device properties** link on the left side of the window.
   - *Windows Vista and 7*—Click on the scanner icon and then click on the **Properties** button.
4. Click on the **Events** tab.
5. Select the option **Prompt for which program to run** to be prompted when scanning to Still Image Client. Alternatively, select **Start this program** then choose an application from the list to have that application start each time you scan to Still Image Client.
6. Click on **OK** when you are done making changes to this window.
7. Now when you scan with Event Forwarding you will either be prompted to choose an application, or the default application you selected will open.

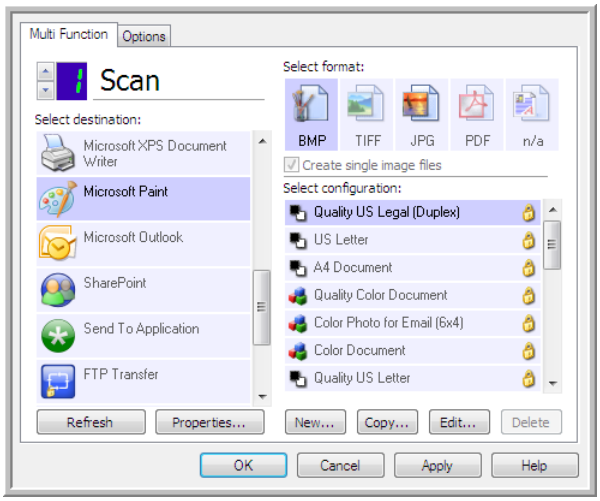
Image Editors

Image editors include Microsoft Paint and other drawing and graphics applications.

Supported file formats—The available file formats are based on the selected destination application. For example, you can scan to Microsoft's Paint application as a BMP, GIF, PNG, or JPG, but not as TIFF or JP2 as Paint cannot open those two file types. Please refer to Image Formats on page 66 for more information on which image formats One Touch supports.

Destination type—This destination type is classified as a "Simple Image Link". To make it available in the destination list, you must select **Image editors (i.e. Paint)** on the Options tab in the One Touch Properties window. If the image editing application you are using does not appear in the Select destination list, you can add the application using the Image Documents One Touch Link Properties window.

1. In the One Touch Properties window select one of the default image editors such as Microsoft Paint.

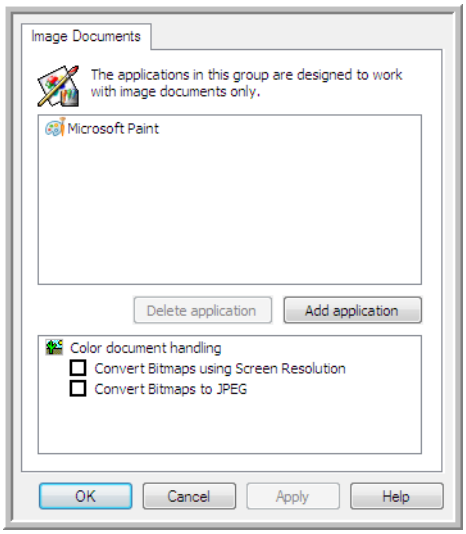


2. Click on the **Properties** button to open the Image Documents One Touch Link Properties window. From this window you can add an application and set additional document handling options.

   Note that if you recently installed an application, click the **Refresh** button to see if One Touch will automatically configure the link before you try adding it manually.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



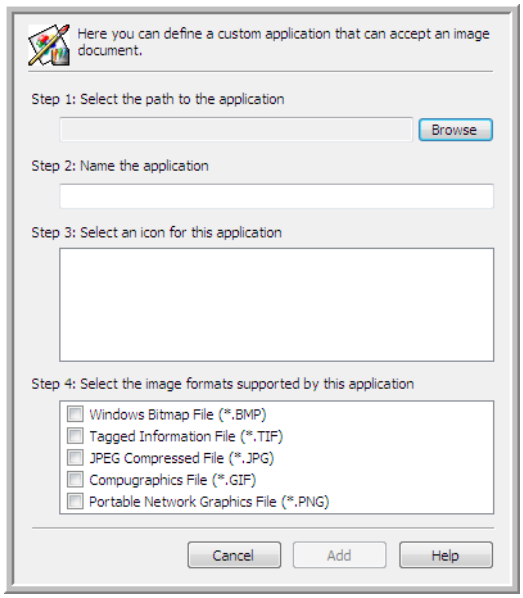
- **Add application**—Click this button to open the Add Simple Image Link dialogue so you can add other image editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only delete an application that you have added, the destinations that are linked when One Touch is installed cannot be deleted.

Color document handling—Click in the Color document handling settings boxes for the options you want. These options will apply to all the applications in the group.

- **Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.
- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

Adding Image Editor Applications to One Touch

1. To add another application to the list, click the **Add Application** button. The Add Simple Image Link dialog box opens.



2. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

3. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

4. In step 4 of the dialog box, select the file formats that the application will accept.

   Windows Bitmap File—Select this option if you want to scan to your image application as a BMP file. This format creates the largest file size as the final scanned image has not been compressed.

   Tagged Information File—Select this option if your application supports TIF image files. The TIF file format supports multiple pages in a single file.

   JPEG Compressed File—This is a compressed image format that is often used when sharing photographs and scanned images electronically as the file size is smaller than a BMP.

   Compugraphics File—Select this option if your application supports GIF images. This file format is often used for icons and small images on a web page.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.

5. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.

6. Click **OK** on the Link Properties window.

7. Click **Refresh** on the One Touch Properties window and the new application should now be available.

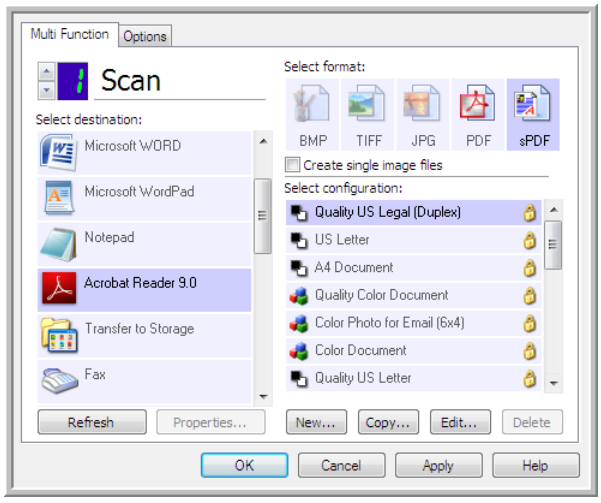
PDF Applications

PDF destinations are applications that can open and/or edit the Adobe PDF file format.

Supported file types—Applications in the PDF destination group support the *.pdf file format. When the OmniPage module or software is installed, One Touch includes an option to scan as sPDF or nPDF. Selecting either of these two formats still creates a *.pdf file, but the “s” and “n” letters indicate that OCR will process the image before sending the file to the PDF application.

- **sPDF**—This format creates a *.pdf file that contains the original image of the scanned page, with a hidden text layer that allows you to search for text in the file.
- **nPDF**—This format creates a *.pdf file that can be edited in a PDF application. Any pictures in the scanned image are isolated from the text, the text on the page is recognized and turned into editable text, and the pictures are placed back into the document in the same flow as the original document.

Destination type—This destination type is classified as “PDF Link”. To make it available in the destination list, you must select **PDF applications** on the Options tab in the One Touch Properties window.

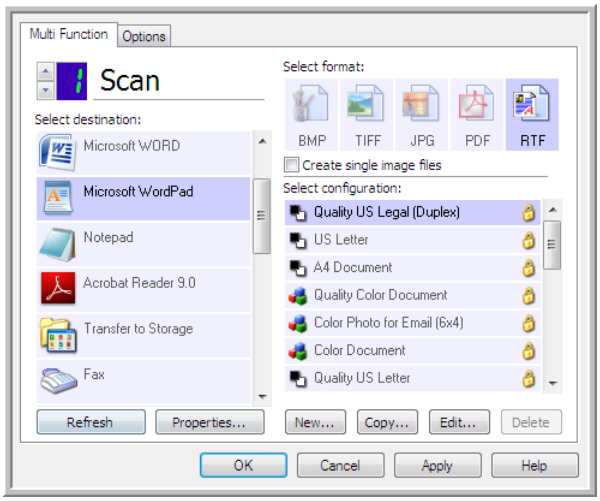


If the PDF application you are using does not appear in the Select destination list, you can add the application using the Text Documents One Touch Link Properties window.

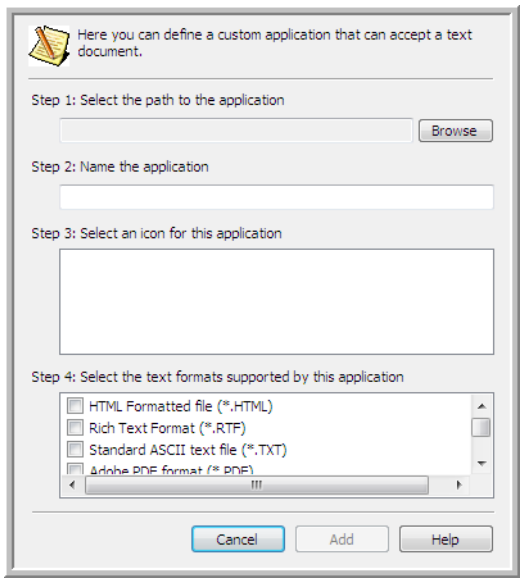
1. Click on the Options tab in the One Touch Properties window.
2. Make sure **PDF applications** and **Text editing applications** are selected then click back on the button tab.

   Please note that any PDF application you add manually to One Touch will be classified as a “Text Based Link.” These applications will only show in the destination list when **Text editing applications** are enabled.

3. Click on one of the default text editors such as WordPad.



4. Click on the **Properties** button.
5. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.



6. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
7. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

8. In step 4 of the dialog box, select **Adobe PDF format** and **Adobe searchable PDF**.

   Adobe PDF format—Select this option if you are adding a PDF viewing or editing application to the list. This PDF format is an image format only, it will not recognize the document using OCR, and you will not be able to search or edit the text in the final file. The application you are adding must be able to open *.pdf files.

   Adobe searchable PDF—This is the PDF image format with a hidden searchable text layer. You will not be able to edit the text the file. The application you are adding must be able to open *.pdf files.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.
9. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.
10. Click **OK** on the Link Properties window.
11. Click **Refresh** on the One Touch Properties window and the new application should now be available.

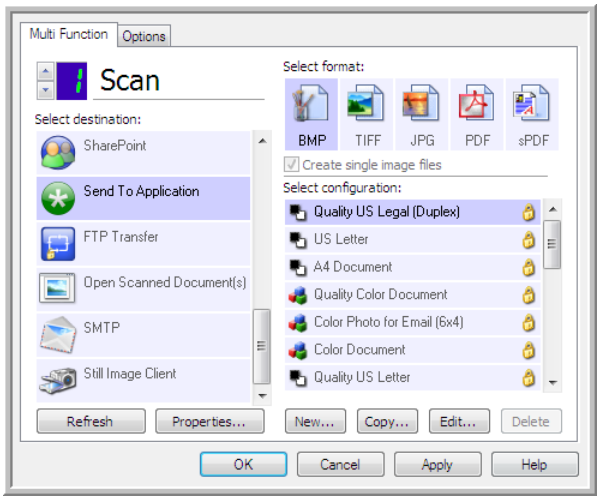
Send to Application

The Send to Application link allows you to select any application on your computer as the scan destination.

Supported file types—All file formats in One Touch are available when scanning to this destination. After you configure the link, as described below, make sure you select a file format that the application can open. Please refer to Text Formats on page 68 to see a list of text file formats that are available when OCR is installed.

Destination type—This destination type is classified as "Document Management Link". To make it available in the destination list, you must select **Document Management** on the Options tab in the One Touch Properties window.

You must configure this destination before attempting to scan to it the first time. If you scan without configuring the link first, the One Touch log viewer will open and show that sending the image to the Send to Application link failed.



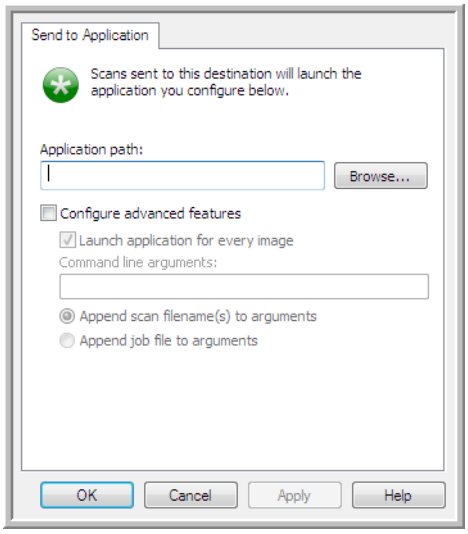
- Click the **Properties** button to open the One Touch Link Properties for the Send to Application link. From this window, you can configure the default application for this link.

  After configuring the link properties, all of the default scan configurations will immediately update to send to the application you specify in this window. When you create new configurations, the default settings will also match what you have selected here. If you modify the options in an individual configuration, changing the options in this Link Properties window will no longer update to the configurations you modified.
- Click the **New**, **Copy**, or **Edit** button to open the Scan Configuration Properties window. Click on the Send to Application tab and use this window to set a configuration to scan to a different application than the one selected in the Link Properties window.

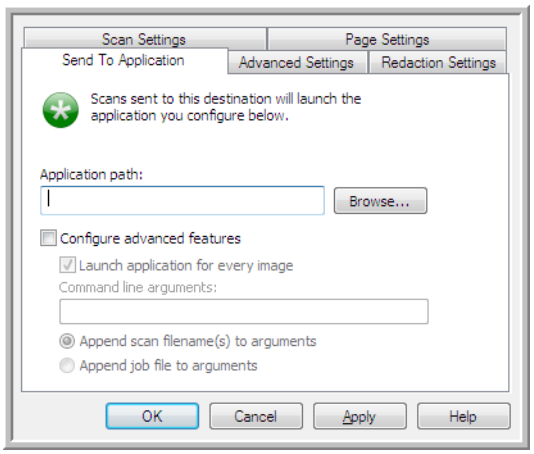
  Changing the options in this window only affects the configuration you are creating or modifying. All other configurations will retain their settings for this destination.

To configure a destination application for the Send to Application link:

Send to Application One Touch Link Properties window



Send to Application Scan Configuration Properties window



1. Click **Browse** to open the Windows file browser and navigate to the location of the application's executable (*.exe) file.

   In most cases, the application's directory is located in the programs directory on the C:\ drive. Because you can select any executable file, make sure you select an application that can receive image or text files.
2. Select the application's *.exe file then click on **Open**.

   The application's *.exe file path will now show in the **Application path** field.
3. Click on **OK** to close the window.

   For basic scanning, you do not need to adjust any of the other settings in this window. The default settings will work with most applications. The advanced settings are described below.
4. Select a file format and scan configuration in the One Touch Properties window.

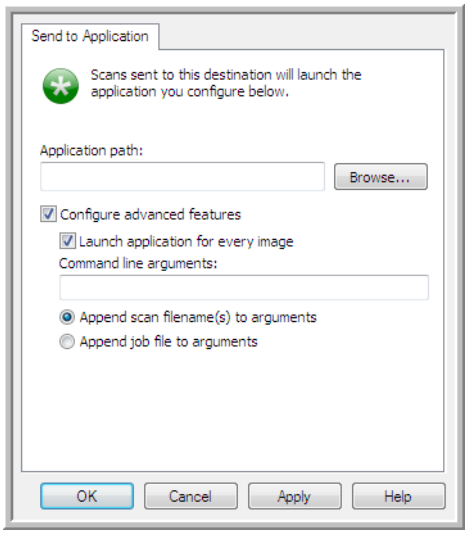
   If you select a text file format, the scanned image is converted into editable text before being sent to your selected application.
5. Click on **OK** to close One Touch.
6. Put the document(s) in the scanner and start scanning with the button you set to use the Send to Application destination.
7. The scanner starts scanning and, when finished, sends the scanned file to the application you selected.

Technical note

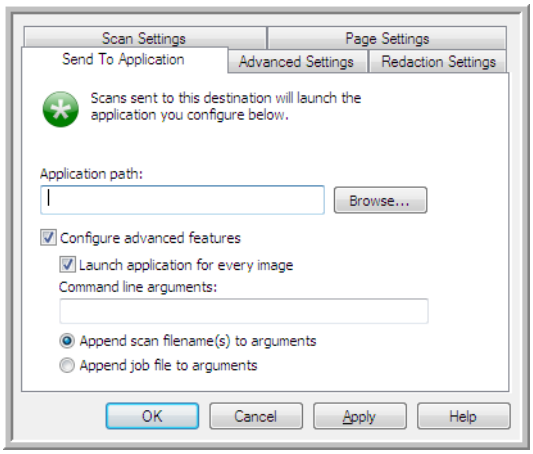
- After configuring this link, you may need to click **Refresh** in the One Touch Properties window to show the correct application icon in the Select destination list.

Configure advanced features—Select this option to change the default settings for this link. Only advanced users and application developers should modify these settings.

Send to Application One Touch Link Properties window



Send to Application Scan Configuration Properties window



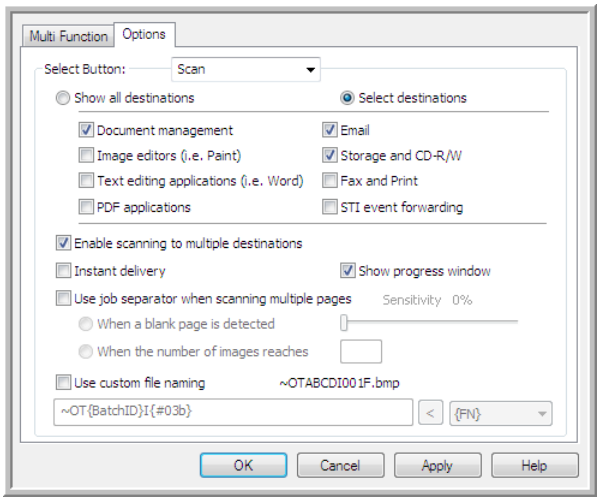
- **Launch application for every image**—When this option is selected, the application will open one time for each image scanned. You should deselect this option only if the application you are scanning to will accept multiple page files.

  For example, Microsoft's Paint application can only accept 1 image at a time, so when scanning multiple images, Paint would open each time an image is transferred when this option is selected. On the other hand, Microsoft's WordPad will open a multiple page file, so when scanning multiple images WordPad would need to launch only one time when this option is not selected. If you scan to WordPad and this option is still selected, then WordPad will open 1 time for each image transferred.
- **Command line arguments**—Input the options that are to be used when the application is launched. These values are application specific and you should only input values that were provided to you by the application developer. Command line arguments are not required for you to use this link, the field can be left blank and you can change the other settings in this section as needed.
- **Append scan filename(s) to arguments**—This option adds the name of every image file to the end of the list of arguments specified above. This is the default selection as most applications do not require, and may not work with, a job file containing the image names.
- **Append job file to arguments**—This option adds the name of a job file to the end of the list of arguments specified above. This unique file is created at scan time and contains a list of every image in the scan job. Only select this option if you are sure that the application you are scanning to can use the job file to accept image transfer.

Scanning to Multiple Destinations

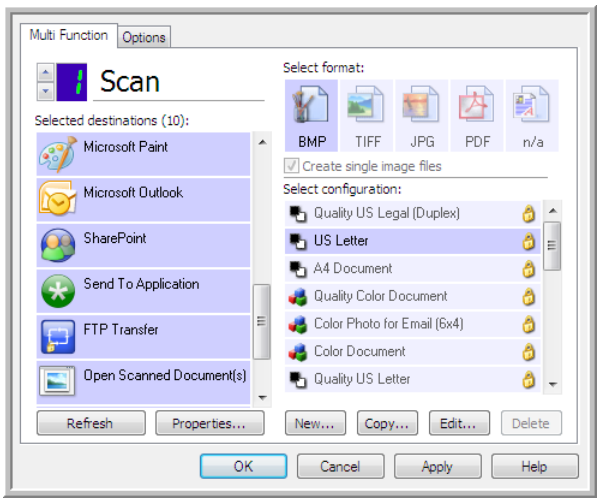
Scanning to multiple destinations works the same as when scanning to a single destination, One Touch simply distributes the final scan to several destinations. This option is enabled separately for each One Touch button.

1. Open the One Touch Properties window and click on the **Options** tab.

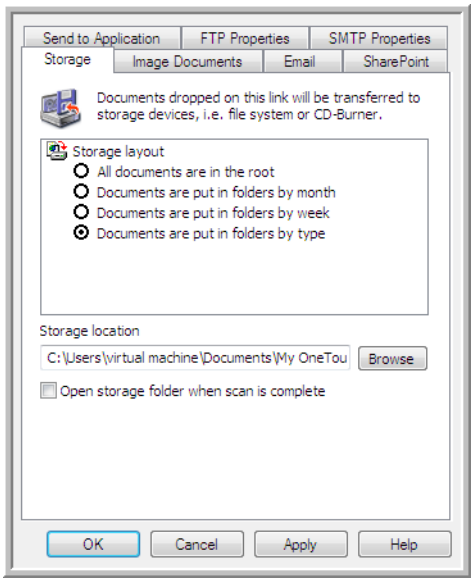


2. Select **Enable scanning to multiple destinations**, then click back on the configuration tab.
3. Click each destination where you want to send the scanned image in the **Selected destinations (#)** list. Click again to deselect a destination.

   As you click on each destination, the Selected destinations number will count so you know how many applications are selected to receive the image.



4. If any of the destinations you select have global configuration properties, the Properties button at the bottom of the Selected destinations list will be enabled for you to configure the destination options. Click on the **Properties** button to open the One Touch Link Properties window to configure the destinations.



Each destination that has global properties will be represented by its configuration tab in the One Touch Link Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

Click on **OK** when you are done making changes in this window.

5. Select the file format you want for the scanned image in the **Select format** panel.

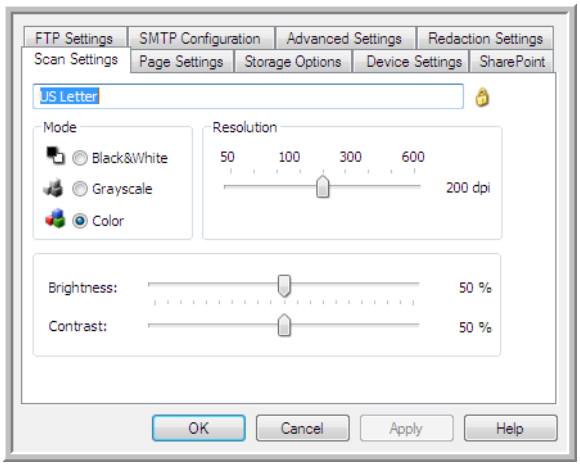
   You can only scan as one file format at a time, so all selected destinations must have a common file type. As you select destinations, destinations that do not have a file type in common with the one you selected, will automatically disable.

   For example, if you scan to a printer and to email, only the BMP file format will be available as printers can only receive an uncompressed image format. All other image formats and all text formats will be disabled until you deselect the printer.



6. Select the scan configuration you want to use for scanning in the **Select configuration** list.

   Click on the **Edit** button to open the Scan Configuration Properties window to configure any destination specific scanning options.



   Each destination that has per-scan configuration properties will be represented by its configuration tab in the One Touch Scan Configuration Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

   Click on **OK** when you are done making changes in this window.

7. Click on **OK** on the One Touch Properties window.
8. Load the document(s) in the scanner and start scanning with the button you set to scan to multiple destinations.

The scanner starts scanning and when finished, the image is sent to each destination you selected in the One Touch Properties window.

Technical Note

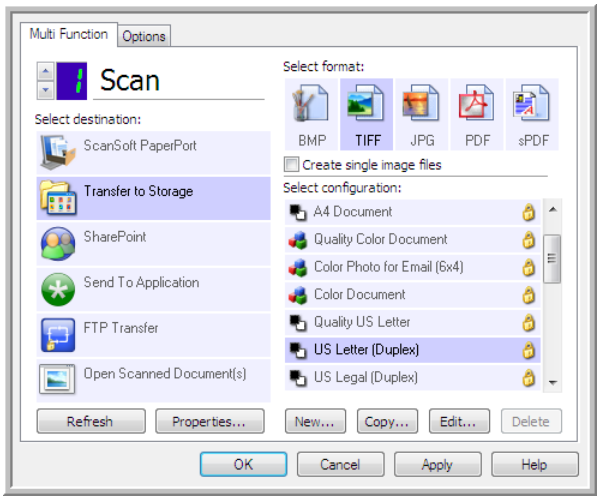
- The Still Image Client destination cannot be used with multiple destination scanning. This destination will be disabled when the **Enable scanning to multiple destinations** is selected.

Scanning with Job Separation

Use job separation to have One Touch create a new file each time a separator is detected when scanning a multiple page batch. For example, if you want to scan financial statements from several different banks, you can place a stack of statements in the scanner and One Touch will separate each statement into a different file based on your selected job separator.

1. Open the One Touch Properties window.
2. Select the Destination Application, File Format, and Scan Configuration applicable to your scanning batch.

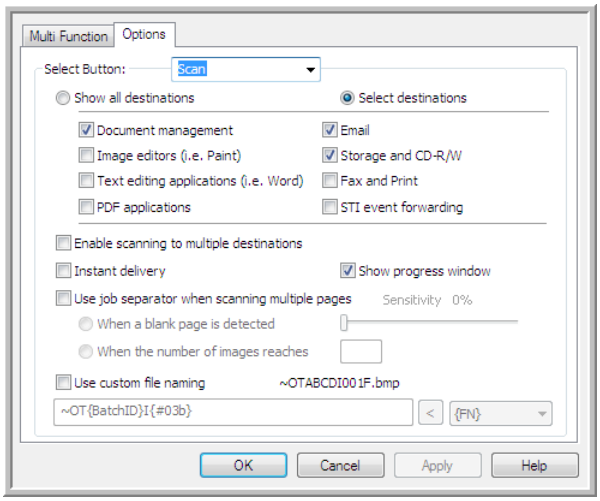
   Make sure the option **Create single image files** is not selected. If this option is selected, the job separation features on the Options tab will be disabled.



3. Click on the **Options** tab in the One Touch Properties window.
4. Click on the down arrow next to the **Select Button** list to select the button you want to modify.

   Note that the options in this window are specific to each One Touch button.

5. Click on the option **Use job separator when scanning multiple pages**.



6. Select one of the two job separation options:

   When a blank page is detected—a new file will be created after a blank page is fed through the scanner. The blank page is discarded from the scanned image and the new file starts with the next page in the document stack. Place a blank page, in the document you are scanning, at each place where you want a new file created when scanning is complete.

   When you are scanning in Duplex mode, both sides of the page must be blank for this job separation option to work.

   - **Sensitivity**—you can adjust the sensitivity level of the blank page detection. For instance, depending on the paper weight, color mode, or image processing options selected, you might get varying results. Changing the sensitivity level allows you to fine-tune the accuracy of the blank page detection.

   When the number of images reaches—input the maximum number of images you want in the scanned file. The scanner will create a new file each time that number is reached.

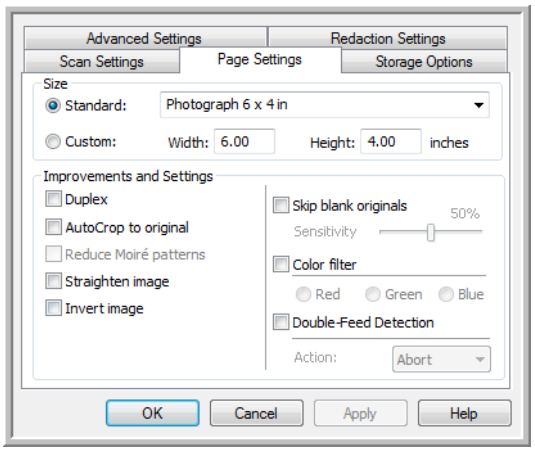
   When you are scanning in Duplex mode, the number of images captured is double the number of pages in the scanner. For example, if you are scanning 12 double-sided pages it is counted as 24 images. If you want the stack split in half, the number of images reached would be 12.
7. When you are done making changes, click on **OK** to save the changes and close the window.
8. Place your documents in the scanner and start scanning.

When scanning is finished, each file will be sent to the destination location or application you have selected on the button tab.

Technical Note

- When **Instant delivery** is also selected on the Options tab, each file will be sent as it is created.

The options on the Page Settings tab, in the Scan Configuration Properties window will affect the job separation options as described below:



Skip blank originals

- The **Sensitivity** you set for this feature is the one that is used when scanning. The sensitivity level you set in the Options tab will be ignored.
- When you are scanning in Simplex mode and the selected job separator is **When a blank page is detected**, the job separation occurs first and a new file will be created each time a blank page is detected. If you want a single file created with the blank page discarded, deselect the job separation feature on the Options tab.

  Note that when scanning Duplex, both sides of the page must be blank for the job separation to occur. If both sides of a scanned page is blank, the job separation occurs first and a new file will be created each time a blank page is detected. If you want a single file created with the blank page discarded, deselect the job separation feature on the Options tab or remove the blank page from your scanning batch.
- If you select **When the number of images reaches**, and input a number in the control box, any blank pages will be discarded first, and then the number of images scanned will be counted. For example, if you scan 12 pages and 3 are blank, the total number of images counted for the job separation will be 9 not 12.

Scanning with Optical Character Recognition (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

Note: Xerox recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality or have a small type font, 400 dpi can be used as the maximum resolution.

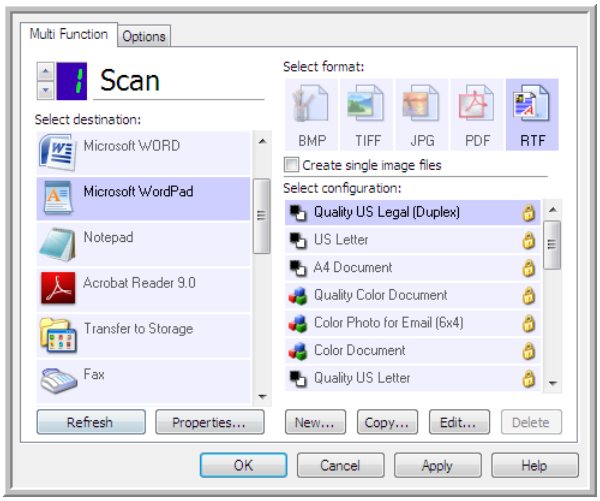
The One Touch OmniPage Module or the OmniPage Pro software must be installed on your computer in order to use the OCR options with the One Touch software and your Xerox scanner. The One Touch OmniPage Module was automatically installed when you installed your driver from the installation disc.

Note: Some of the illustrations in this section may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the new features.

To scan with OCR:

1. Open the One Touch Properties window.
2. Select a text editing program in the Select Destination list, then select a text file format in the Select Format panel.

   For example, if you want to edit your document in Microsoft's WordPad, select that application then choose a file format such as TEXT or RTF.



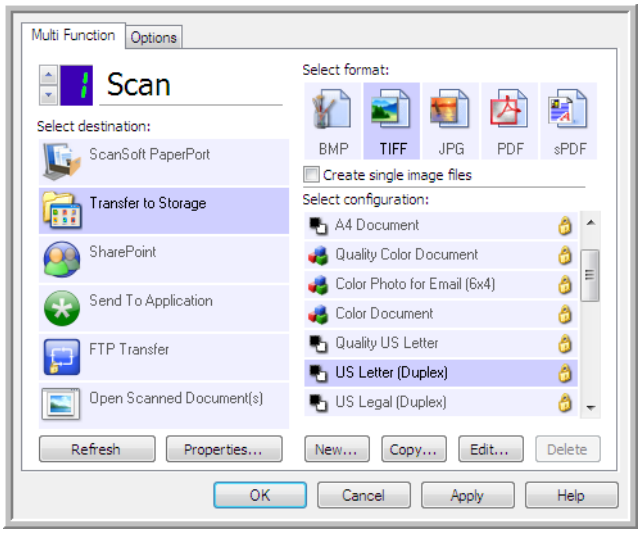
3. Click on **OK** to save the changes and close the One Touch Properties window.

4. Press or click the One Touch button you set to scan with OCR.

   Your scanned pages appear in the Destination Application with the text ready for editing and other text processing.

Text Formats

You select the text format option by clicking on the text icon on the One Touch Properties window.



This is the text format icon. This example of the text format icon is sPDF.

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

The specific file format is the file name extension on the text format icon.



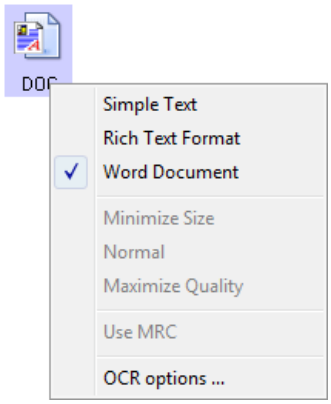
The specific text format; this example is for Rich Text Format (.rtf).

To select a file type for the text format:

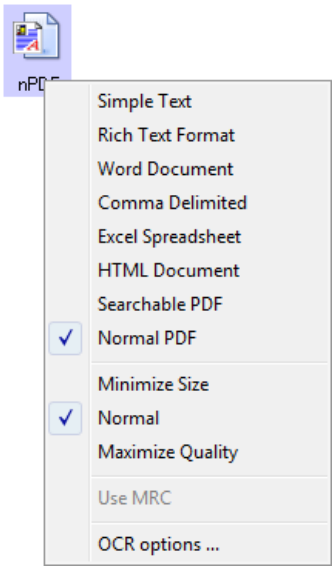
1. Select the Destination Application.

2. Right-click on the text format icon.

Example menu for the TEXT format when the Destination Application is Microsoft Word.



Example menu for the TEXT format when the Destination Application is a Storage location.



3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the Destination Application currently selected on the One Touch Properties window. Other Destination Applications that have a text option selected as the Page Format are not affected.

   Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

   Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft WordPad and Word.

   Word Document—The .doc file format used by Microsoft Word.

   Comma Delimited—The .csv file format; used for database or spreadsheet data with fields, when the document is converted into editable text the fields are maintained.

   Excel Spreadsheet—The .xls file format used by Microsoft Excel.

   HTML Document—The .htm file format used to create web pages.

   Searchable PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into PDF with an invisible text layer for searching.



Normal PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into a PDF with the text ready for editing in a PDF editing program.

Additional options are available on the menu for the sPDF and nPDF text formats. The three image quality settings are:

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximize Quality—Largest file size, no loss of image quality.

Note: Documents scanned with nPDF and sPDF automatically include OCR processing. If the processing does not recognize a large number of the text characters in the document, change the image quality setting and re-scan the document. For example, change from Minimize Size to Normal to see if the text recognition improves.

The **Use MRC** option is a special processing procedure for documents scanned with the PDF format.

Use MRC—MRC stands for Mixed Raster Content. MRC is an advanced technique for optimizing the image quality of scanned documents. Without MRC, the scanned image is produced using a single process to capture and display the image on the computer screen, even if the document contains both text and graphics. With MRC, the image is produced using separate processes for text, graphics, and other elements on the document page. The result is clearer graphics and sharper text characters. Scans with Use MRC selected may take slightly longer to complete the processing. Select Use MRC for documents with harder-to-read text or lower-quality graphics to get the best possible scan output image. The Use MRC option is available for sPDF and PDF.

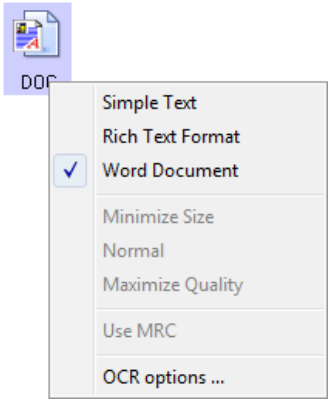
Selecting One Touch OmniPage OCR Options

The software you installed for your scanner includes a set of advanced OCR options integrated with One Touch.

Note: The OCR options apply globally to all the One Touch Destination Applications that perform OCR. For example, if you select the OCR options for Adobe Acrobat, they also apply to WordPad.

To select OCR options available from One Touch:

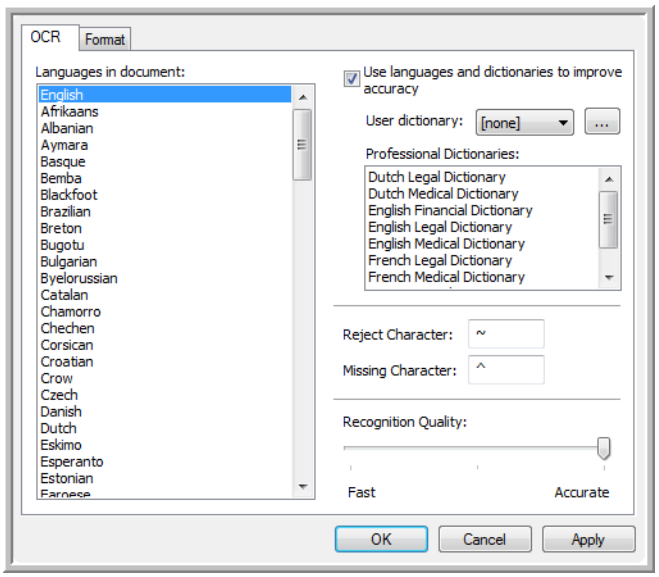
1. Open the One Touch Properties window.
2. Select a Destination Application that has one of the text format file types as the page format, such as Microsoft Word or WordPad.
3. Right-click on the page format icon to see the menu.
4. Choose **OCR Options** from the menu.



The OCR Properties window opens with the **OCR** tab selected.

The OCR Tab

The options shown on the OCR tab window are for spellchecking scanned text, replacing missing or unrecognized characters, and setting the speed and quality levels of the OCR processing.



1. Choose the options you want from the OCR window.

   Languages in Document—Click on the language(s) in list that correspond to the languages in the documents to be scanned. You can click on multiple languages. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the documents.

   The languages are in alphabetical order. Type the first letter of a language's name to jump to its section in the list.

   Use languages and dictionaries to improve accuracy—Select this option to automatically check the validity of the recognized words. An OCR engine looks at each letter or symbol on the page individually, then "guesses" what the letter or symbol is based on the shape. Therefore, the OCR engine may have more than one guess for a particular letter or symbol, a "best guess", a "second-best guess", and so on. This option tells the OCR engine to look through the dictionary to validate its best guess for the letters in that word; if its best guess is not in the dictionary, it checks for the second-best guess, and so on.

   For example, if the word "house" appears in the original document but the OCR engine is 75 % sure that the "o" is actually an "a", the finished document would have the word "hause". Turning this option on tells the OCR engine to look at the other letters in the word, check to see which version of the word is in the dictionary, and output the correct word "house" in the final document.

   The OCR engine does not automatically correct misspelled words that were present in the original document.

   When dictionaries are selected, the terms in those dictionaries are used to check the spelling. If this is option is not selected, User Dictionaries and Professional Dictionaries cannot be selected.

User Dictionary—A user dictionary is your personal dictionary with words that you want the OCR engine to reference for better accuracy when converting the document into editable text. For example, if you scan documents with highly technical terms or acronyms not found in typical dictionaries, you can add them to your personal dictionary. You can also add names that you expect to be in the documents too. This way, as the OCR process recognizes each letter or symbol, there is a higher chance that the technical term or name will be correctly spelled in the final document. You can create multiple user dictionaries. See the section Creating Your Own Dictionaries on page 124.

Click the menu arrow and select a user dictionary from the list.

If you select **[none]** as the user dictionary, the text will be validated using the terms in the dictionaries for the selected languages, as well as any professional dictionaries if they are selected.

The label **[current]** is next to the currently-select user dictionary.

Professional Dictionaries—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Financial, English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Select the appropriate dictionary for the OCR engine to use to validate the scanned text.

Reject Character—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject Character box. Try to choose a character that will not appear in your documents.

Missing Character—This is the character that the OCR process inserts for a missing text character. A missing text character is one that the OCR process recognizes, but cannot represent because that character is not available for the selected language. For example, if the document contains the text symbol “Ç” but the OCR process cannot represent that character, then every place “Ç” appears, the OCR process substitutes the missing character symbol. The caret (^) is the default symbol for the missing character.

Type the character you want to use in the Missing Character box. Try to choose a character that will not appear in your documents.

Recognition Quality—Drag the slider to the left or right to set the degree of accuracy for the OCR process. The higher the accuracy, the longer the OCR process requires to complete. For clean, highly-legible documents, you can set the recognition quality to a lower level to produce results more quickly.

2. Click **OK** or **Apply**.

   These options will now apply to the OCR processing when you select any text format as the page format.

Creating Your Own Dictionaries

You can create multiple dictionaries for your personal use. For example, you might have different dictionaries for separate work projects, especially if each project uses different acronyms and terminology.

To create a personal dictionary:

1. Open any word processing program, such as Microsoft Word, WordPad, or Notepad.
2. Create a new document in the word processing program.
3. Type each word you want in your new dictionary, followed by a carriage return. Make sure to spell the words correctly as they will be used for spellchecking.

   Here is an example of what the text file might look like:

   Xerox

   One Touch

   OmniPage

   wysiwyg

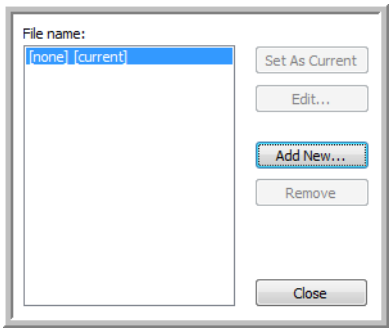
   jpeg

   bmp

   sPDF

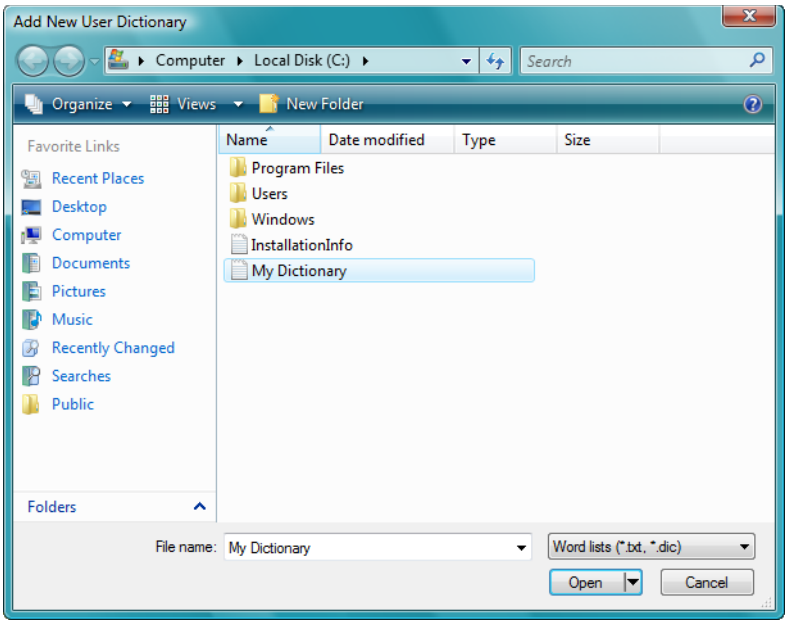
   nPDF

   Note: The file does not have to include every word you want in the dictionary. You will be able to edit the list later. In fact, the file does not have to contain any text at all, and you could add the words using the editing options. However, if the list of words is long, it's usually faster to type them in the word processing program. Note also that the words do not need to be alphabetized.
4. Save the document in the .txt format and give the file the name that you want for the dictionary. For example, give it the name USERDIC1.
5. Now open the OCR Options window.
6. On the OCR Options window, click the button next to the menu arrow.
7. The User Dictionary Files window opens and shows the available dictionaries.

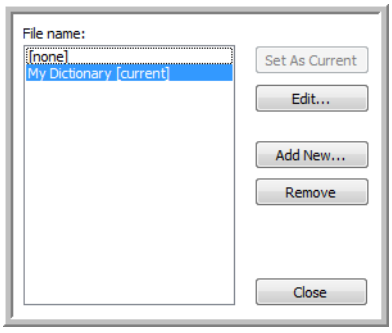


MyDictionary is an example of a user dictionary.

8. Click **Add New.**
   The Add New User Dictionary window opens.



9. Click the drop-down arrow for Files of type and choose **Text Files (.txt).**
10. Select the file you just created for your user dictionary and click **Open**.
    In the example above, the file is named USERDIC1.
11. The text file now appears on the list of user dictionaries that you can use for spellchecking.



12. Select a dictionary and click **Set As Current** to set it as the current dictionary for spellchecking. The label **[current]** is added to the name.
    If you don't want to use any user dictionaries for spellchecking, click **[none]** at the top of the list.
    To remove a dictionary from the list, select it and click **Remove**. This only removes the dictionary from the list. It does not affect the original text file you created with the list of words.

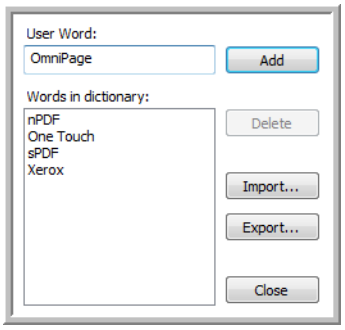
Editing User Dictionaries

Once a dictionary has been added to the list of user dictionaries, its list of words can be edited.

To edit a user dictionary:

1. On the Add New window, select the dictionary to edit and click **Edit**.

   The Edit User Dictionary window opens. It lists the words currently in the dictionary. The following example shows the words OmniPage and One Touch are in the user dictionary named MyDictionary.



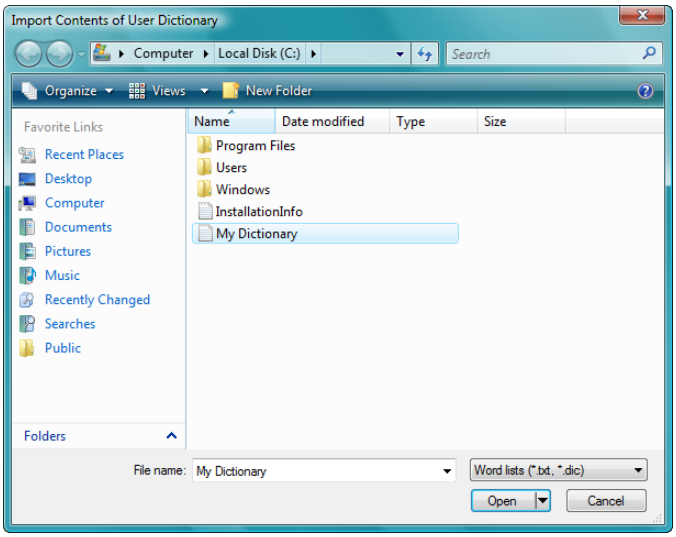
2. To add a new word to the list, type it in the box for User Word and click **Add**. If the word includes any spaces before or after it, those spaces are removed and the word is added to the list.

   To delete a word from the list, select it and click **Delete**.

   If a word in the list is misspelled, delete it, then re-type the word correctly in the User Word box and click **Add**.

3. To import a list of words from another text file, click **Import**.

   The Import Contents of User Dictionary window opens.

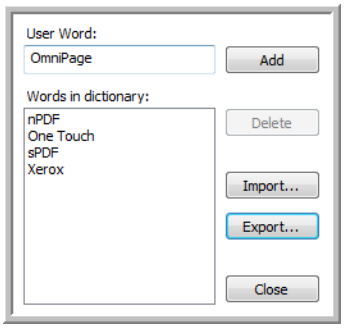


4. Select the file that has the words you want to add to your user dictionary.

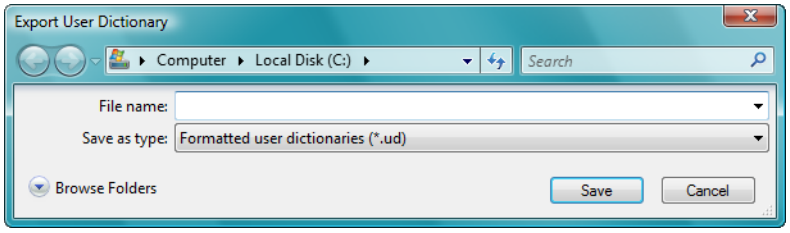
   Importing will add the entire list of words in a file to the user dictionary.

5. Click **Import**. The file's words will be added to your user dictionary list.

6. To export a user dictionary so it can be used by another program, select the dictionary on the User Dictionary Files list and click **Export**.



The Export User Dictionary window opens.



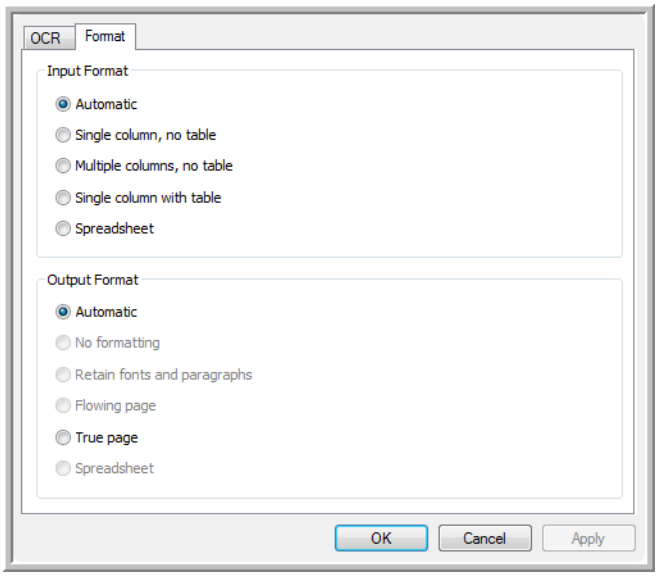
7. Select the dictionary file to export and click **Save**.

   The file is exported as a formatted dictionary with the .ud filename extension so it can be opened by other programs.

The Format Tab

The options on the Format tab window are for setting the input and output formats for the scanned documents.

1. Click the **Format** tab and choose the options you want for both the input and output formats.



Input Format Options

- **Automatic**—Choose this option to let the OCR process determine the format of the pages. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.
- **Single Column no Table**—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.
- **Multiple Columns, no Table**—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.
- **Single Column with Table**—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the Destination Application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.
- **Spreadsheet**—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics will be detected.

Output Format Options

- **Automatic**—The document will be formatted as close to its original as possible. The One Touch software will adjust its settings to the most appropriate for the document being scanned in order to match your selected output format. The output quality will be maximized and the processing time minimized.
- **No Formatting (NF)**—The document will be plain text, one column, left-aligned in a single font and font size. You can then export the plain text to nearly all file types and target applications.

- **Retain Fonts and Paragraphs (RFP)**—This output format retains the font and paragraph styling, including graphics and tables without columnized text, but does not retain layout formatting. If the document is being scanned as an Excel spreadsheet, each detected table or spreadsheet becomes a separate worksheet, while other content is placed on the last worksheet.
- **Flowing Page (FP)**—This format preserves the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.
- **True Page (TP)**—This output format uses absolute positioning on the page to keep the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True Page is the only choice for documents scanned with the PDF format. It is not available for the TXT, RTF, CSV, or XLS formats.
- **Spreadsheet**—This output format produces results in a tabular form with each page becoming a separate worksheet. The worksheets can then be opened in a spreadsheet application. The Spreadsheet output option is only available for documents scanned with the XLS format.

2. Click **OK** or **Apply**.

   These options will now apply to the OCR processing when you select any text format as the page format.

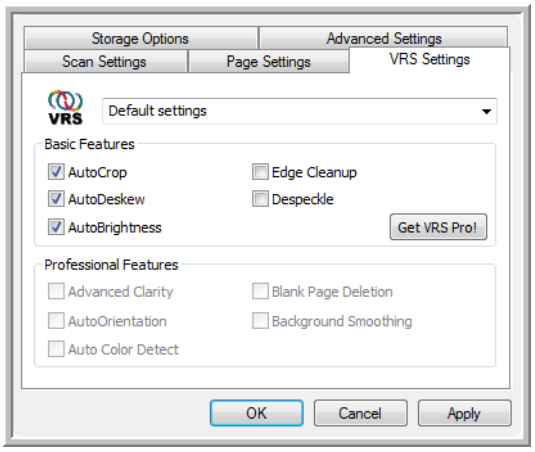
One Touch with Kofax VRS Technology

The One Touch software you received with your Xerox scanner now includes the Kofax® Virtual ReScan® (VRS™) technology. This application has a set of features for improving and enhancing the quality of scanned documents, especially documents that would usually produce poorer quality images. For example, the AutoBrightness option analyzes the document to determine if it's too light or dark to produce a clear, legible image, or if the background and highlighted areas of the image are indistinct. AutoBrightness then automatically adjusts the brightness. Scan configurations with VRS options work with One Touch scan settings to produce the best quality images.

This section explains how to use the Kofax VRS features when choosing new scan settings for your scanner.

The VRS options appear on the Scan Configuration Properties window that you use to create a new scan configuration for your scanner.

Click the VRS Settings tab to see the new VRS options available for your scanner.

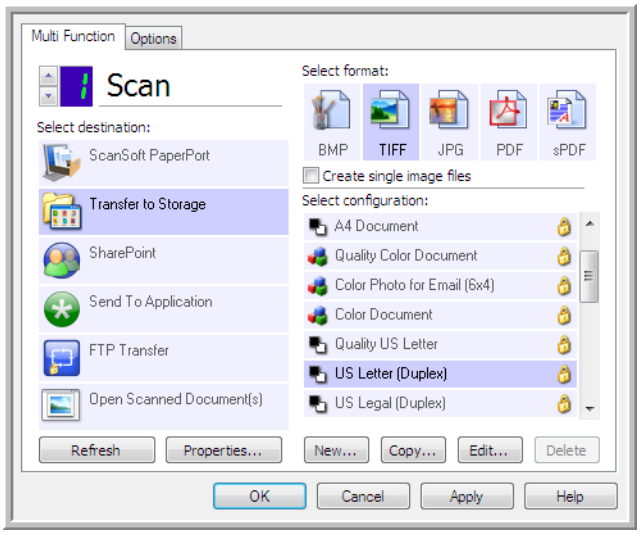


When you first install the software, the Basic Features will be available and a button, **Get VRS Pro**, will also be on the window. If you would like to purchase VRS Professional to be able to use the Professional Features of VRS, click the **Get VRS Pro** button.

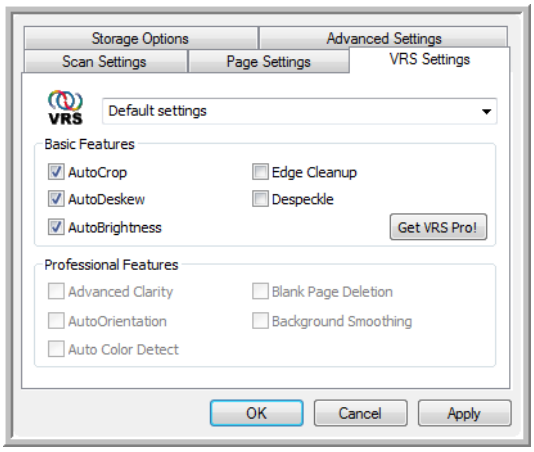
The Kofax VRS Settings

You select the Kofax VRS settings when creating or editing a scan configuration on the One Touch Properties window.

1. Open the One Touch Properties window.



2. Click the **New** button to create a new configuration, or select one of your custom configurations you created earlier and click the **Edit** button.
3. Click the **VRS Settings** tab to see the new VRS settings.



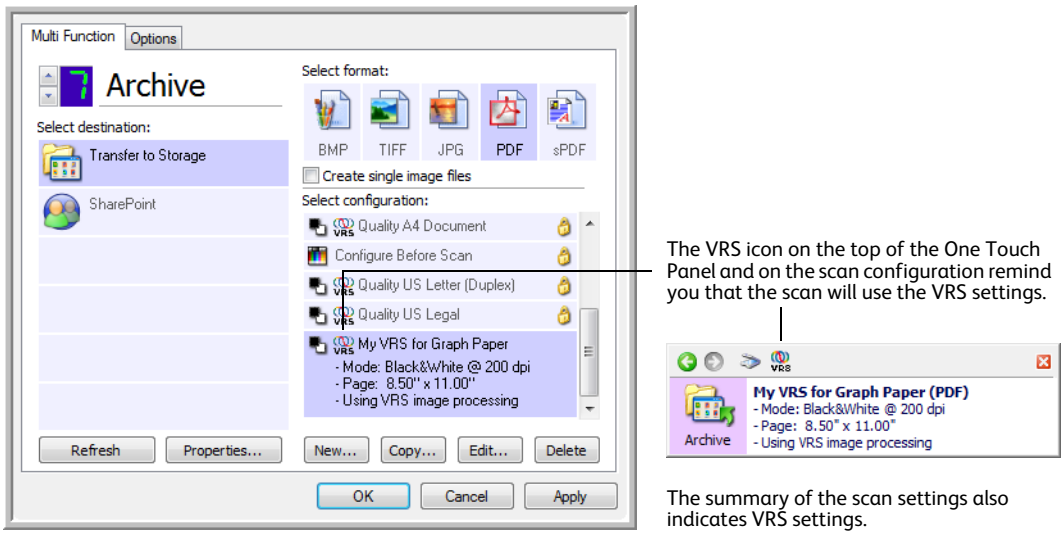
4. Choose the Kofax VRS options for the scan configuration.
5. Click the drop-down arrow to choose the type of VRS settings to use for the new scan configuration. The options are:
   - **Do not use VRS processing**—Scanning will not use the VRS processing.
   - **Default settings**—Automatically selects the options your scanner can use with any scan mode (Black&White, Grayscale, and Color).

   The Basic Features are:
   - **AutoCrop**—Select this option to let the software automatically determine the size of the item being scanned.
   - **AutoDeskew**—Select this option to have the software automatically determine if a page is skewed, then straighten its image. If the page is scanned at too great an angle, the image may not straighten correctly. In that case, re-scan the page.

- **AutoBrightness**—Sets the brightness to achieve the best balance between the document's background, foreground, and highlighted areas. This option is not available when scanning in Color.
- **Edge Cleanup**—Select this option to have the software remove any thin lines that may be around the edges in the scanned image. Edge Cleanup only applies if AutoCrop and AutoDeskew are selected so the software can determine where the edges are located. Therefore, selecting Edge Cleanup will also select AutoCrop and AutoDeskew. This option is only available when scanning in Black&White.
- **Despeckle**—Speckles are small spots on an image that the scanner interpreted as a valid part of the document. For example, an irregularity in the paper, or a small wrinkle, or the holes where a staple was removed may show up as speckles on the scanned image. The Despeckle option identifies these spots and removes them. This option is only available when scanning in Black&White.

6. Click **OK** or **Apply** to add the VRS options to your scan configuration.

When a scan configuration includes VRS options, the One Touch Panel and the One Touch Properties window both show the VRS icon as a reminder.



Technical Note

The following features are disabled in One Touch when the corresponding VRS feature is enabled.

- **Scan Settings tab**—Brightness and Contrast are disabled when AutoBrightness is selected on the VRS Settings tab.
- **Page Settings tab**—Straighten image, AutoCrop to original, and Edge Cleanup are disabled when AutoCrop, AutoDeskew, or Edge Cleanup is selected on the VRS Settings tab.

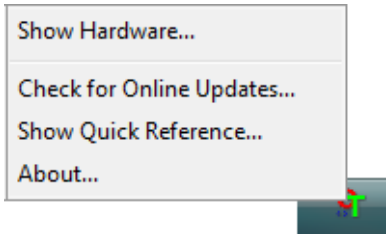
The Professional Features

If you upgrade your scanner's VRS software to the VRS Professional version, the Professional Features shown at the bottom of the window become active.

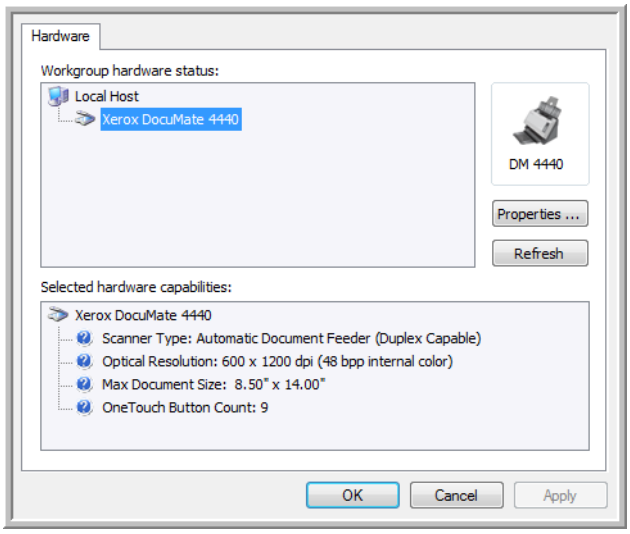
- **Advanced Clarity**—Produces a clear, legible image even for documents that have complex or textured backgrounds, such as graph paper, blueprints, and security paper. The Advanced Clarity option identifies the text and drawings in the foreground and produces a scan image that keeps the background from obscuring them. This option is only available when scanning in Black&White.
- **AutoOrientation**—Recognizes text on the page and rotates the image 90, 180, or 270 degrees so the text is right side up. The AutoDeskew option must also be selected with the AutoOrientation option.
- **Auto Color Detect**—Determines if a document contains color or not and produces the appropriate scanned image. Typically, Auto Color Detect is used when you have a stack of pages to scan, some color and others not. Instead of you having to change the scan settings from Color to Black&White and back again, the scanner can choose the correct settings automatically.
- **Blank Page Deletion**—Recognizes when a page is blank and removes its image. For instance, if you are scanning a stack of pages that includes a blank page, its image will not be included with the other images from the stack.
- **Background Smoothing**—Sometimes a document with a background color on the page will produce a scanned image that has small imperfections in the color. This option recognizes a document's background color and makes sure it is a smooth, solid color. Background Smoothing is not available for Black&White scan configurations.

Changing the Hardware Settings

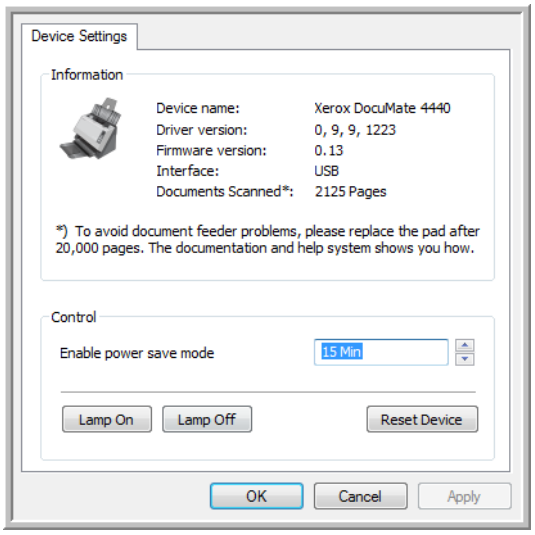
1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.



2. The Hardware Properties dialog box opens and shows information about your Xerox scanner.



3. Click the **Properties** button.



- **Enable power save mode**—Power save mode is the low-power state when the scanner is not in use. Click the up arrow to increase the time before the scanner goes into the low-power state after the last use. Or, click the down arrow to decrease the time before the scanner goes into the low-power state after the last use. This setting has a range of 1 minute to 3 hours.
- **Lamp On** and **Lamp Off**—click the Lamp On or Lamp Off buttons to immediately turn the scanner lamp on or off.
- **Reset Device**—click the Reset Device button reset the power saving options back to the defaults.

4. Click **OK** to save the changes and close the dialog box.

Scanning from TWAIN 7

This chapter includes:

- Accessing the TWAIN Interface on page 138
- Scanning with the TWAIN Interface on page 139
- The Options in the TWAIN Interface on page 140

You can scan from any TWAIN scanning application instead of scanning from the One Touch buttons on your scanner or the One Touch button panel.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and OmniPage, and many other applications, can use the TWAIN interface for scanning.

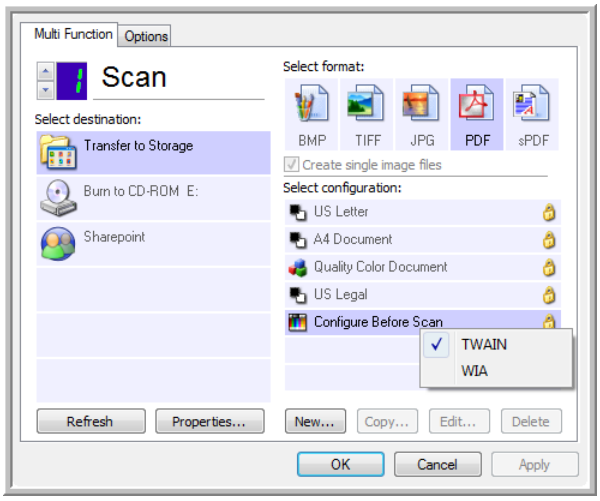
The TWAIN interface, described in this section, is the one provided with your scanner and you will see it when scanning from PaperPort or OmniPage. Other TWAIN compliant scanning applications may also access this interface. However, there are some applications that have their own TWAIN interface. If you are scanning from a software application, and see the interface shown in this section, you can use these instructions to scan with the TWAIN interface. If you do not see this TWAIN interface, please refer to your scanning application's user guide for instructions.

Note: You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you are using is set to **Configure Before Scan**, and the selected option is TWAIN, the TWAIN interface opens right away when pressing the button on your scanner without opening any other TWAIN-compliant software first.

Accessing the TWAIN Interface

Every TWAIN scanning application will access the scanner using a different method. Below is a brief list of common applications and how to initiate a scan from within that application, including some of the applications which may have been provided with your scanner.

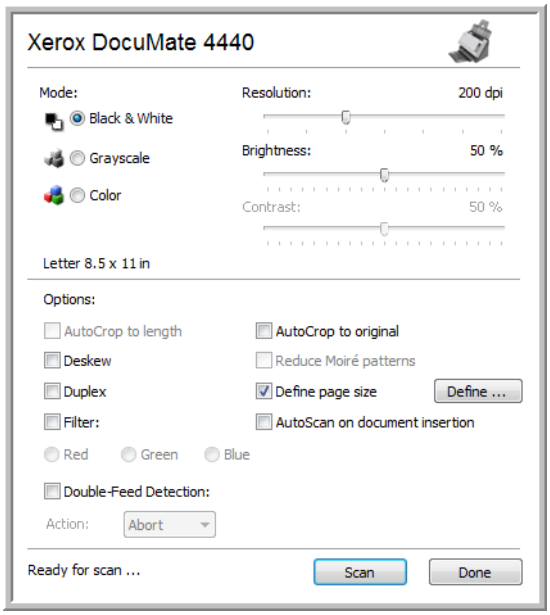
- **Visioneer One Touch**: Open the One Touch Properties window and under the Configuration List select “Configure Before Scan”. Click on OK to save the changes, the next time you scan using that button the TWAIN interface will open immediately.



- **Nuance PaperPort**: On the Toolbar click on the Scanner icon to open the Scan Pane on the left side of the PaperPort desktop. Select your scanner in the Scan Pane then click on the “Scan” button in the Scan Pane. If you get a message that the scanner is not in the PaperPort database, follow the instruction so screen to run the Scanner Setup Wizard.
- **Nuance OmniPage**: Go to File, then Get Page, then click on Scan. If you get a message that the scanner is not in the OmniPage database, follow the instruction so screen to run the Scanner Setup Wizard.
- **Adobe Software**: Depending on the application you can “Create a file” then select the scanner as your creation source, or “Import a Picture” and select the scanner as your import from source.

Scanning with the TWAIN Interface

The TWAIN interface lists the scanning options available with your Xerox DocuMate scanner.



1. Load the documents *face down* with the top of the pages inserted into the Automatic Document Feeder.
2. Adjust the settings in the TWAIN interface for the item you are scanning.
3. Click on the Scan button in the TWAIN interface.
4. When scanning is complete, click Done to close the TWAIN interface.
5. The scanned images are now in the TWAIN application.

The Options in the TWAIN Interface

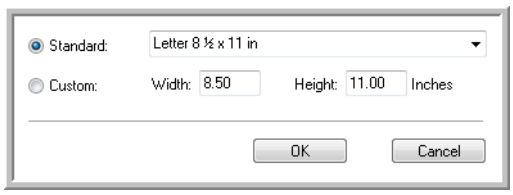
- **Mode**—Select a scanning mode:

  Black&White to scan in black and white. For example, letters and memos are usually scanned in black and white.

  Grayscale to scan items such as documents containing drawings or black and white photographs.

  Color to scan color photographs and other color items. Color scans have the largest file size.
- **Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.
- **Brightness**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.
- **Contrast**—The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.
- **Deskew**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the face-down side of the page only.
- **Filter**—Filter is the ability of your scanner to automatically remove a color from a scanned image. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black & White or Grayscale scanning modes.
- **AutoCrop to original**—Select this option to let the scanner automatically determine the size of the item being scanned.

  Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.
- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available at lower resolutions.
- **Define page size**—Click this option to activate the Define button. Then click the Define button to see the Define page size dialog box for selecting a specific page size.



- **Standard**—Click the menu arrow and choose a page size from the list.
- **Custom**—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or mm (millimeters), to toggle between them.

Click **OK**.

The currently selected page size appears in the middle of the TWAIN interface on the left-hand side.

- **Double-Feed Detection**—Selecting this option turns on the scanner hardware feature that detects when multiple pages feed through the scanner at one time. When this feature is turned on, ultrasonic waves are aimed at the document to detect multiple pages by the level at which the waves pass through the pages. The accuracy of this sensor depends on paper thickness and whether or not creasing is in the original document. Standard printer paper between 16lb and 20lb works best with this feature.

  Action—Select which option you want the scanner and software to take when a double feed has been detected.

  - **Abort**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted.
  - **Prompt**—You will be prompted to remove the pages in the ADF, restack the remaining pages and continue scanning. All pages scanned before and after the double page feed are saved.
- **AutoScan on document insertion**—AutoLaunch™ technology senses when an item is inserted in the scanner and starts scanning immediately. If this option is not selected, the scanner waits for you to click the Scan button in the TWAIN interface.

Scanning from WIA

8

This chapter includes:

- Scan using WIA from Microsoft Paint on page 144
- Fine Tuning Your Scans on page 146

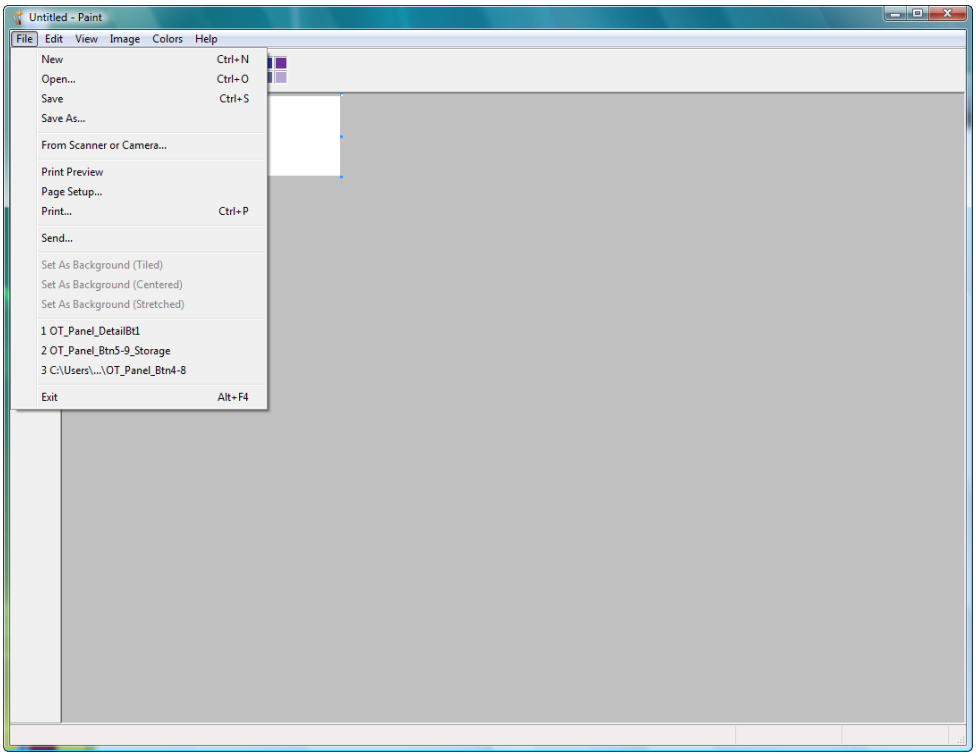
Microsoft Windows version XP and later include their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use other Windows applications as well.

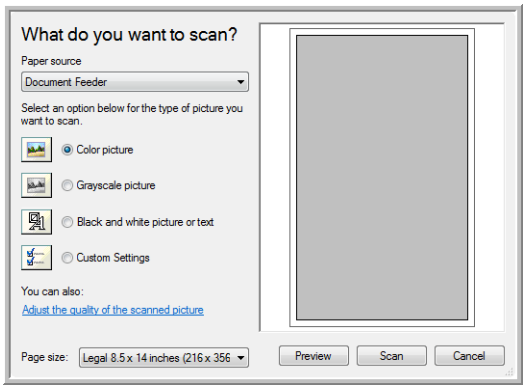
Note: Windows Vista and Windows 7 have advanced options available for scanning with the WIA interface. Scanning from Microsoft's Paint application uses the interface described in this section. Other applications may access the advanced WIA interface available with Windows Vista and Windows 7. Please refer to the Windows help for instructions on using WIA.

Scan using WIA from Microsoft Paint

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories,** and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.

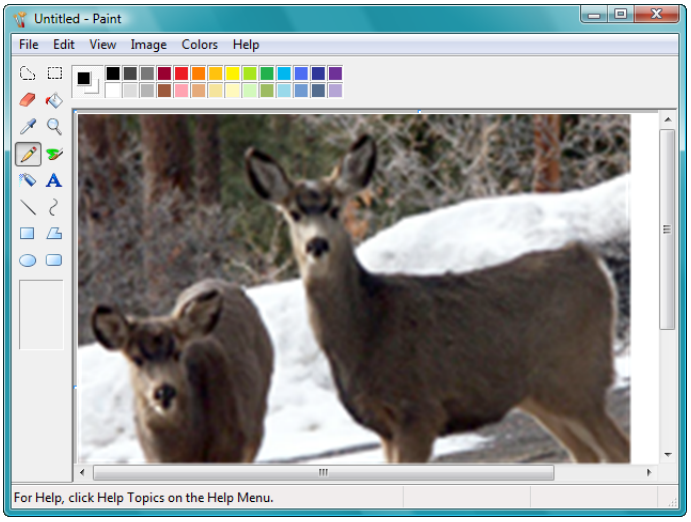


3. The scan window opens. Use this window to select scanning options and start the scan process.



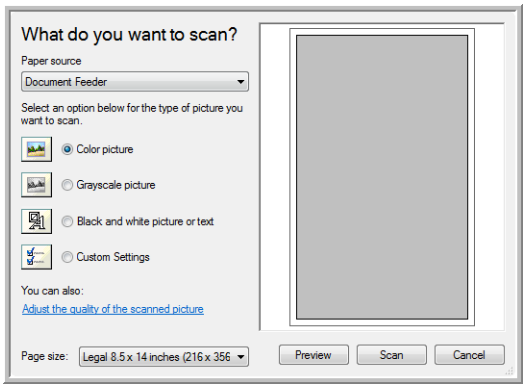
4. Click on the color mode appropriate for the item you are scanning.
5. Place a document in the scanner.

6. Click on the **Scan** button in the WIA interface.
   The scanner starts scanning.
7. The scanned image will appear in Microsoft Paint (or other WIA application you're using).

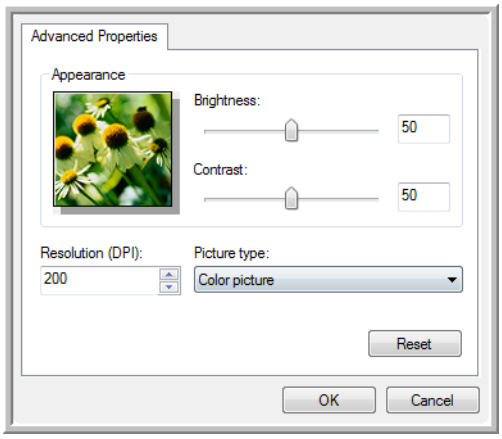


Fine Tuning Your Scans

You can select new settings before you scan an item to fine tune exactly how you want to scan it.



1. On the scan window, click **Adjust the quality of the scanned picture**.



2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.

   Resolution (DPI)—Click the up or down arrow to scroll through the dots per inch (dpi) of the resolution. Higher dpi settings take longer to scan and produce larger files for the scanned images.

   Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

   The Custom Settings button is now set to scan with the options you selected.

Scanning from ISIS

9

This chapter includes:

- Accessing the ISIS Interface in QuickScan on page 148

You can use the ISIS interface from QuickScan or any other application that will access the ISIS driver. Note that the ISIS interface for each application varies depending on the application. Please refer to that software application's User Guide for instructions on scanning the ISIS interface.

Accessing the ISIS Interface in QuickScan

Open the QuickScan software to access the ISIS driver scanning options. Please note that you may see the following warning message:



1. Please disregard the message and click **Continue**.
   The ISIS drivers were installed correctly during the installation of your scanner.
   The Scanner Selection dialog box will then appear.
2. Select **Xerox DocuMate 4440** from the list of scanners and click **OK**.

Your scanner is then ready to work with the ISIS driver.

Maintenance 10

This chapter includes:

- Safety Precautions on page 150
- Clearing Paper Jams on page 151
- Cleaning the Scanner on page 152
- Replace the ADF Pad Assembly on page 154
- Replacing the Roller Assembly on page 155
- Troubleshooting on page 159
- Uninstalling Your Scanner on page 164
- Xerox DocuMate 4440 Specifications on page 165
- Xerox DocuMate 4440 Parts List on page 166

This section contains information about maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

Safety Precautions

When servicing the scanner you should take the following precautions to ensure your safety and prevent damage to the scanner.

Do These

- Wear protective gloves when cleaning the scanner with Isopropyl rubbing alcohol. Rubbing alcohol may irritate sensitive skin.
- Only perform scanner maintenance as described in this chapter.
- Keep the scanner and cleaning supplies away from any open flame or heat source as any form of alcohol is flammable.
- Always read the instructions in each section carefully, the instructions are specific to the part you are installing or servicing.
- Move the scanner to an area that has adequate room for opening the scanner.
- If your scanner has a power cord and/or power switch, always turn off the scanner and unplug the power cord before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in and powered on.
- Always unplug the USB cable from the scanner before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in.
- Wear an anti-static strap to prevent electrostatic discharge when touching metal components.
- Keep all cleaning supplies, scanner parts and accessories out of the reach of children.

Do Not Do These

- Never attempt installation of any part not described in this manual.
- Never service the scanner near a radiator or any other heat source.
- Never use aerosol sprays or compressed air, or attempt to lubricate parts with an oil or silicon spray.
- Never service the scanner in an area where there are open liquid containers.
- Never pour or spill liquid on the scanner or any of its components.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning opens after a few moments.

1. Open the Automatic Document Feeder cover.



2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning, adjust the guides to the paper size, and insert the paper evenly into the ADF

Cleaning the Scanner

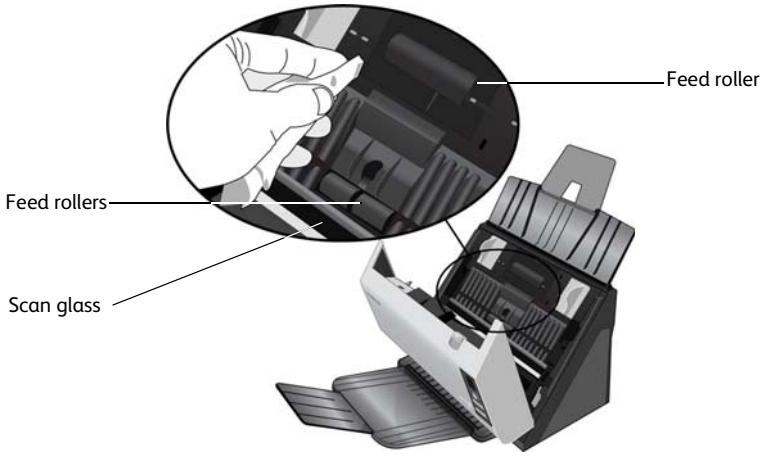
Cleaning the inside of the scanner helps to keep your scanner operating at optimum performance. You should clean the inside of the scanner at least once a week or after 1,000 pages have been scanned. If you are getting frequent paper jams, multiple pages feeding at the same time, or you're seeing lines in the scanned image, it is time to clean the scanner.

Note: Be careful when cleaning the rollers. All of the rollers, except the free rollers, are designed to rotate in one direction only. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and cause the scanner to feed pages incorrectly.

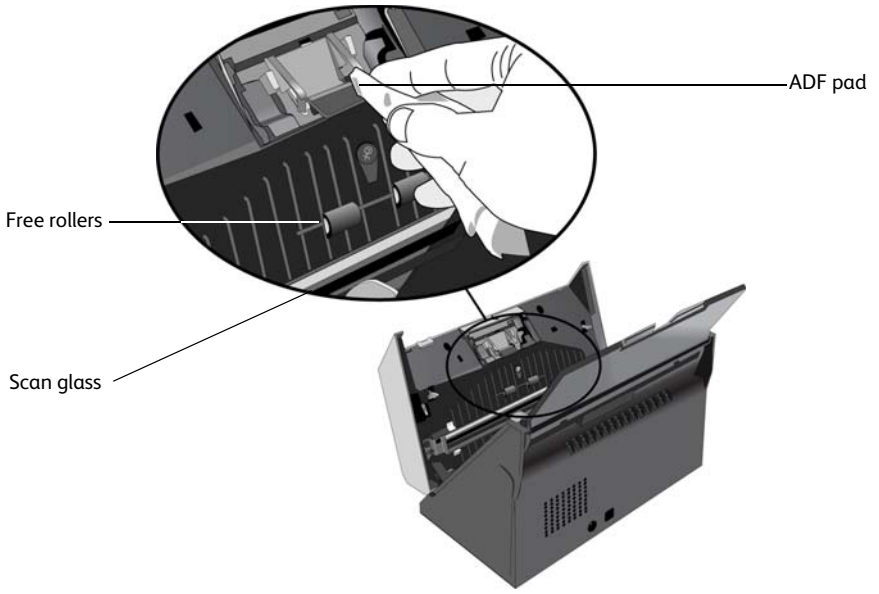
1. Wet a soft cloth with some Isopropyl rubbing alcohol (95 %).
2. Open the Automatic Document Feeder cover.



3. Wipe clean the feed rollers and scanner glass in the scanner body.



4. Wipe clean the free rollers, ADF pad, and scanner glass in the under side of the ADF door. Be careful not to snag the cloth on the spring arms of the ADF pad.



5. Close the cover when you're finished.

Replace the ADF Pad Assembly

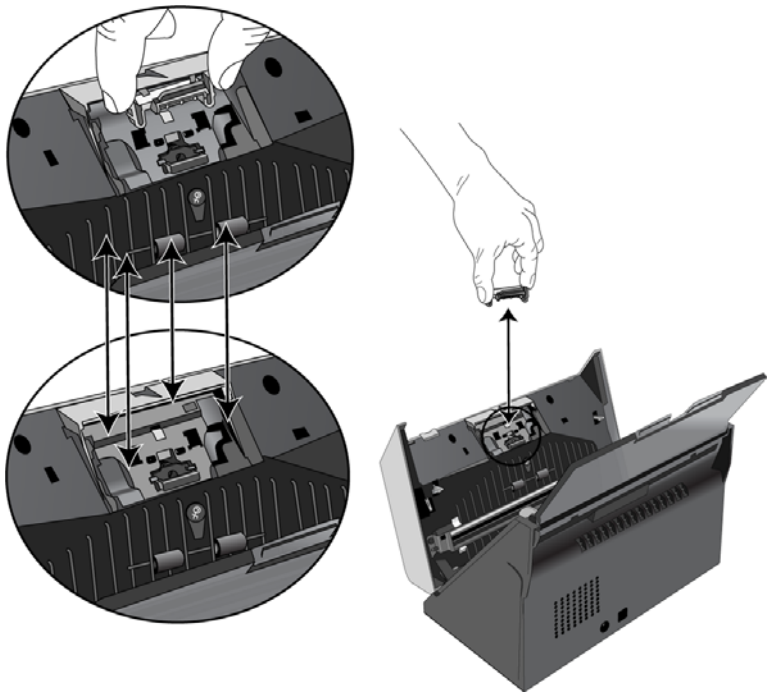
The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin. See the Xerox DocuMate 4440 Parts List on page 166 for ordering information.



1. Open the Automatic Document Feeder cover.



2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out. Reverse the procedure to replace the new pad into its slots.



Replacing the Roller Assembly



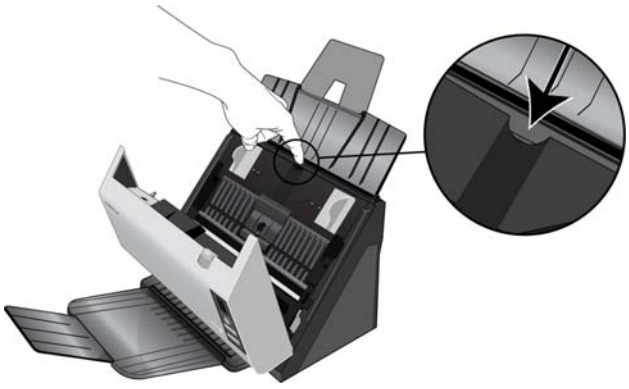
After extended use, the feed roller may wear out. It is a user-replaceable part and can be reordered.

Frequent paper jams are a symptom of a worn roller assembly. A worn roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. A worn roller should be replaced to avoid damage to the scanner's internal parts. Before replacing the roller you should clean it as excessive dust on the roller will make it appear worn and smooth. You cannot properly diagnose a worn roller until you have cleaned it.

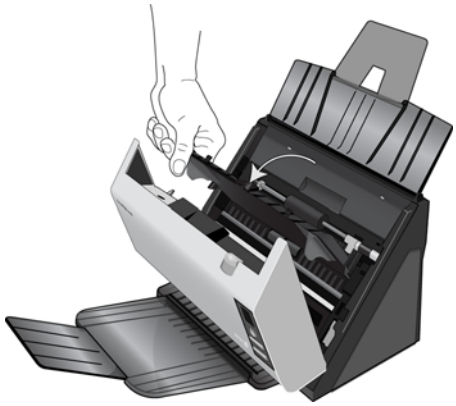
1. Open the Automatic Document Feeder cover.



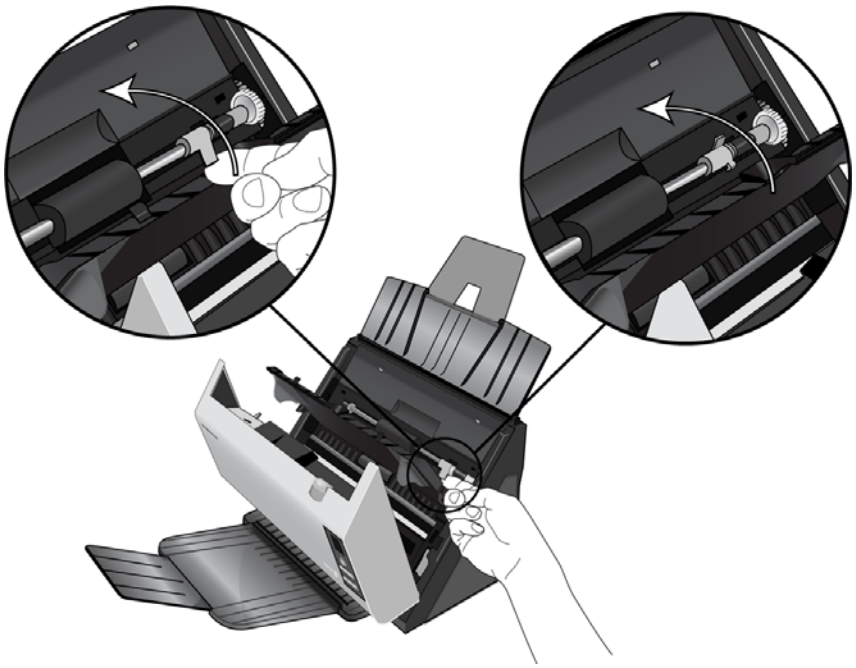
2. Pull the paper guide away from the scanner.



3. The replaceable roller is located behind the paper guides.



4. The roller is held in place with a lock tab that rotates to lock and unlock it. To unlock the tab, rotate it upward until the small lock flange is completely free.



5. Remove the roller from the scanner and discard it, it cannot be repaired.
6. Before installing the new roller, clean any dust that may have gotten on it during shipping.

7. Insert the left end of the new roller assembly into the hole in the ADF cover.

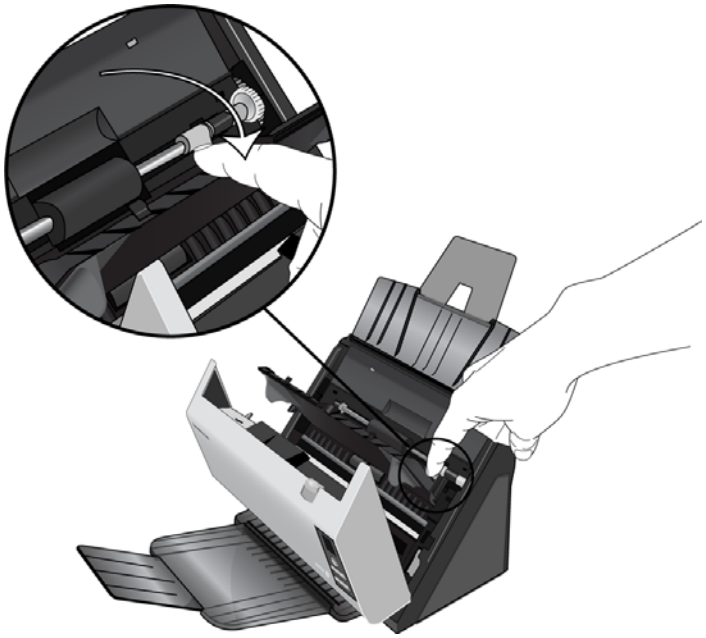


8. Angle the roller into the scanner and align the lock tab with the slot in the scanner.



9. Rotate the lock tab into the scanner. Press down on the lock flange to lock the roller into the scanner.

   The lock will “click” into place when it is secure. However, if it does not rotate easily into the housing, make sure the flange is properly seated in its latch.



10. Lift the paper guide up to the back of the scanner and press gently on the paper guide until it snaps into place.



11. Close the scanner when you’re finished.

Troubleshooting

Problem: The scanner won't scan. What's wrong?

Check for one of these possible causes:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet. If you are using a UPS battery back-up or power strip, try plugging the scanner directly to a wall outlet.
- **Did you restart the computer and scanner?** If the scanner gets a paper jam, or looses connection because of an error, try restarting your computer and power cycling the scanner.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner try plugging the scanner's USB cable directly to the back of the computer. It is not recommended that you use the scanner with a USB hub, if you are using a hub, the hub must have its own power supply.
- **Is the USB cable 6' or less?** If you are using a USB cable that is longer than 6' you may lose connection to the scanner. The recommended USB cable length is 6' or less, the USB cable provided with your scanner is within this range.
- **Did you select another image source in the scanning software?** If you use multiple imaging devices with your computer, such as a camera, all-in-one printer, or another scanner, you may have selected another source for images. Make sure **Xerox DocuMate 4440** is selected as the scanner.

Problem: The scanned images are of poor quality. What do I do?

There are various reasons why the scanned image is of poor quality. The original document may not be of good quality, the scanner glass may be dirty, or a shading adjustment may be needed.

- If the original is crinkled, torn, dirty or smudge, try scanning from the Kofax Virtual ReScan (VRS™) software. VRS is a powerful image enhancement application that you can use to filter this type of noise from the document during image processing. The resulting image is of a quality equal or greater to the original.
- Try cleaning the scanner. The scanner glass is where the image is captured as the page is pulled through the scanner.

Problem: I got an "SVS001" error when installing Kofax VRS. What do I do?

The message "SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner." is not an error message. Please click on OK to finish the installation.

This is a message informing you that the software does not install an ISIS driver. This is the correct behavior of the Kofax VRS software, the ISIS driver for your scanner was installed when you chose an ISIS installation option when installing the scanner driver.

Problem: Why does my scanner not function after performing a system restore on Windows XP or Windows Vista?

The system restore process may have corrupted some of the driver components. It is recommended that you reinstall your scanner driver. Please refer to Uninstalling the Scanner and One Touch Software on page 164 for installation instructions.

Problem: Why won't my scanner buttons work after scanning with Windows Image Acquisition (WIA)?

After performing a scan using the WIA interface you must close the application you were using before scanning with the buttons on the scanner. This does not occur when scanning using the TWAIN or ISIS interface.

Problem: Why won't my scanner work after the computer has been sitting idle for several hours?

To resolve the problem, simply turn off the scanner power then turn it back on again.

This may occur after Windows goes into power saving mode to "hibernate" the computer into a low power state. When you move your mouse or type on the keyboard it "wakes" the computer back up and restores full power to the system. This power fluctuation during the computer's hibernating period may sometimes cause the scanner to lose communication to the computer.

Problem: The installation will not complete successfully. If installation finishes, the scanner's One Touch options do not seem to work properly.

A likely cause is that some driver programs are already installed on your computer for another scanner. Or you previously had another Visioneer or Xerox scanner and that driver program is still on your computer. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your Xerox DocuMate 4440 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs.

Problem: My computer keeps giving me out of hard drive space error messages.

The minimum requirement of 350MB free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

Problem: When using "Create single image files" not all of the pages scanned are sent to the destination I chose. Where are they?

There are a limited number of times that an application can open. When "Create single image files" is selected and you are scanning to a destination application, each side of the page scanned will open a new instance of that application. If you want to have an image open in an application immediately, limit your scan batch to less than 5 pages.

Alternatively, you can set your destination to be a folder location on your computer or network using "Transfer to Storage". Select any file format and then scan a large batch of papers. At the end of scanning, the driver will immediately save all pages scanned to that folder location without opening an application.

Problem: I have selected "Skip Blank Originals" but not all of the blank pages have been removed. Why are there still blank pages in the file?

If you are scanning light weight paper, such as 16lb or 18lb printer paper, the scanner may be picking up faint images through the paper and the driver will not drop those pages out of the final file. The "Skip Blank Originals" result will vary based on the DPI range and paper weight. Generally 100 dpi or 150 dpi produces the best results.

Problem: I tried to 'Repair' the One Touch application by using the 'Change' function through the Add/Remove Program within the Control Panel and was not able to repair it. How do I repair One Touch?

1. Before attempting to repair One Touch, unplug the USB cable connected to the scanner.
2. Perform the Change/Repair function again. If you are asked for the Install DVD, insert the disc into the DVD-ROM player and click OK.
3. When prompted, plug the USB cable back into the scanner.
4. When the installation process finishes, click OK on the Complete The Installation window, and then click Close.
5. Reboot your computer.

Problem: One Touch no longer functions after installing Internet Explorer 7 on Windows XP. How do I resolve this issue?

This is a known issue where One Touch stops responding when Internet Explorer 7 is installed after the scanner. To resolve the issue:

1. Open the Windows Add/Remove Programs feature from the Control Panel.
2. Find Windows Internet Explorer 7 and uninstall it using the change/remove options. Follow the wizard through a complete removal of the Internet Explorer 7 software.
3. Find One Touch and uninstall it using the change/remove options. Follow the wizard through a complete removal of the One Touch program.
4. Unplug your scanner's USB cable from the computer.
5. Reboot your computer.
6. Install Internet Explorer 7.
7. Install your scanner driver.

Problem: I am getting an error message that OCR fails every time I try to scan using the OCR features from One Touch. What is the problem?

Anti-SpyWare software that is set to always run may interfere with the driver functionality. It is recommended that you temporarily disable or suspend the automatic protection feature during scanning. After scanning is complete and your file has been saved, turn the auto-protect feature back on. You do not need to close the Anti-SpyWare software.

Problem: With AutoCrop to Original selected, sometimes I get blank pages, or pages with lines.

The pages were probably scanned in crooked, or skewed. To use AutoCrop to Original, the pages must be scanned in straight. Adjust the paper guides on the scanner so pages feed in straight.

Problem: The paper jams the ADF.

To reduce the number of paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper jams are occurring more frequently, try cleaning the roller with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller can make it appear worn and will cause issues feeding paper. See Cleaning the Scanner on page 152 for cleaning instructions.

Problem: The ADF won't feed pages properly.

A dirty or worn ADF pad assembly or dirt on the roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. Try cleaning the roller first. See Cleaning the Scanner on page 152. If that doesn't solve the problem, the pad assembly may need to be replaced. It is user-replaceable. See Replace the ADF Pad Assembly on page 154 for the steps to replace the pad.

Problem: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.

Unplug the power cable from the scanner, and then plug it back in.

If the scanner does not reconnect:

1. Unplug the power cable from the scanner.
2. Restart your computer.
3. After the restart is complete, plug the power cable back in.

Problem: Paper jams when it begins scanning from the input tray.

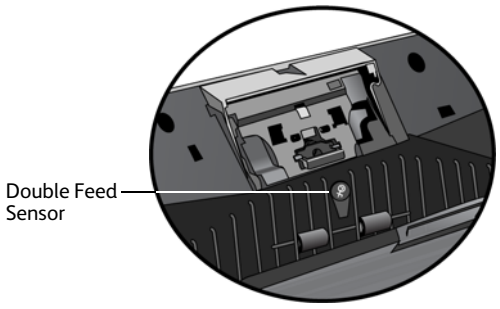
Make sure the front feed tray is closed, and that an item isn't already in the scanner fed in from the front.

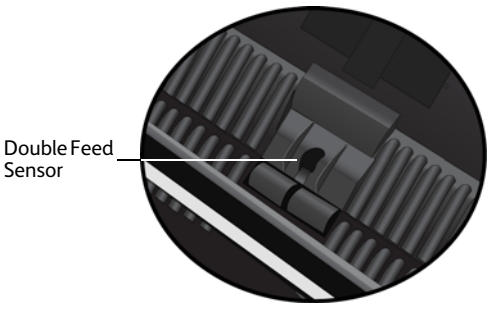
Problem: The scans from the input tray are always crooked.

Make sure to align the paper guides to the edges of the paper. If you are scanning small items that are smaller than the paper guides' minimum adjustment, scan these items from the front feed tray instead.

Problem: The scanner reports a Double Feed error when there is only one page in the scanner.

Try cleaning the double feed detection sensor. Dust on the sensor may prevent the sensor from working properly.





Error Light Troubleshooting Codes

The status light indicates the current state of the scanner. Descriptions of the most common patterns are listed below. Contact Xerox Technical Support if you experience a different blinking pattern.

Normal Operation

- **Steady blue:** indicates the scanner is ready to scan.
- **Steady red**: the scanner is busy or it is not connected to the computer.
- **Blinking red**: the scanner is reporting an error.

Error Codes

If your scanner experiences hardware problems, the status light turns red and will blink a specific number of times, the status light will blink red, and the LED flashes an “E” then the error code number.

In all cases, you should turn off the scanner and check the scanner setup. Make sure the USB cable is plugged into the scanner and computer. Make sure the power cord is plugged into the scanner and into a wall outlet.

Error Code	Problem Description	Solution
0	Scanner is not connected to the computer. (The LED does not flash “E” and the status light remains blue.)	A cable may be loose. Check that the scanner’s cables are correctly attached to the computer. If the scanner still does not connect, re-boot the computer.
4	Paper jam	Open the ADF cover and remove the jammed page. See Clearing Paper Jams on page 151.
5	Multiple feed	Multiple pages fed through the scanner at one time. Open the scanner and remove all pages, then continue scanning. If the problem persists, clean the double feed detection sensor as described on the previous page.
6	The scanner’s cover is open.	The ADF door is not closed all the way. Open the scanner then close it again. Push down on the lid until it locks into place.
7 or 8	The lamp in the scanner body or lid has malfunctioned.	This usually occurs if the power was disconnected during a scan. Turn the scanner off, then back on again. If the problem persists, turn off the scanner, re-start the computer, then turn the scanner on. If the problem continues, and your scanner’s power is plugged into a surge protector or UPS battery backup, try plugging the scanner power directly into a wall outlet.
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off the power to your scanner, then turn it back on. If the problem persists, re-boot your computer. If the problem still persists, contact Xerox Technical Support.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 4440 scanner, remove the scanner software and any other scanning software provided with the scanner.

When uninstalling the scanner driver or One Touch, please leave the scanner's USB cable plugged into the computer. Unplug the USB cable from the computer after the software uninstall program closes.

Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows XP:* Double-click the **Add/Remove Programs** icon.
   Windows Vista and Windows 7: Double-click the **Programs and Features** icon.
3. From the list of programs, select **Xerox DocuMate 4440 Driver**.
   Click the **Change/Remove** *or* **Uninstall** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.
5. Follow these same steps to select and remove the **One Touch** software, the **Kofax VirtualReScan** and the **One Touch ScanSoft OmniPage OCR** modules from the installed programs list.
6. The scanner driver and One Touch software is removed from your computer.
7. Unplug the USB cable from the scanner.
8. Close all open windows and restart your computer.

Uninstalling the PaperPort and OmniPage Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows XP:* Double-click the **Add or Remove Programs** icon.
   Windows Vista and Windows 7: Double-click the **Programs and Features** icon.
3. Select **PaperPort** or **OmniPage** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort or OmniPage from your computer. Click **Yes**.
5. Close all open windows and restart your computer.

Xerox DocuMate 4440 Specifications

Optical resolution	600 dpi
Bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Scan method	Duplex Automatic Document Feeder (ADF)
ADF specifications	
Maximum item size	8.5" x 38" (216 mm x 965 mm)
Minimum item size	3.37" x 2" (86 mm x 51 mm)
Scanning Speed	40 pages per minute / 80 images per minute @ 200 dpi
Capacity	50 pages of 20lb printer paper (75 g/m^2)
Paper Thickness	9 ~ 34 lbs. (34 ~ 128 g/m^2)
Image Sensor	Dual CCD
Light source	Dual cold cathode fluorescent lamp
Interface	Hi-Speed USB 2.0, compatible with USB 1.1
Scanner dimensions	
Width	11.6 inches (295 mm)
Depth	7 inches (177 mm)
Height	7.6 inches (194 mm)
Weight	7.83 pounds (3.55 kg)
Operating temperature	50° ~ 95° F (10° ~ 35° C without condensation)
Relative humidity	15 % ~ 85 % (@35° C without condensation)
Power supply	DC Jack, 3P, 100~240Vac, 24Vdc, 2A, 48W, Class 1, HiTron (HEG42-240200-7L), Two Cores, ENERGY STAR, and RoHS compliant
AC Power cord	**US**—3P, 10A/125V, L=500mm, 3C*18AWG, BLACK, PH8B2EDJF0A-018, RoHS **UK(BS/PSB)**—3P, 3A/250V, L=500mm, 3C*0.75mm^2, BLACK, PG8B9XHJG0A-018, RoHS **EUR(CEE)**—2P+G. BASE, 16A/250V, L=500mm, 3C*0.75mm^2, BLACK, PG8B9CIJG0A-018, RoHS
Scanner Rating	24Vdc, 2.0A
Power consumption	≤ 30 Watts (during operation) ≤ 5.3 Watts (power save after 15 minutes without scanning, can be adjusted by software) ≤ 1 Watt (power off)
USB cable	1850 mm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, TUV/GS, FCC Class A, CE, WEEE, RoHS, ENERGY STAR
Supported Operating Systems	Microsoft Windows - 32-bit XP (Service Pack 2 or 3) - 32-bit or 64-bit Vista (with or without Service Pack 1 or 2) - 32-bit or 64-bit 7
Scanner Drivers	TWAIN, WIA, ISIS
Bundled Software	Visioneer OneTouch® Nuance PaperPort® Nuance OmniPage® Adobe® Reader® Kofax Virtual ReScan® (VRS™)

Xerox DocuMate 4440 Parts List

Please use the following part names and numbers when ordering replacements for your Xerox DocuMate 4440 scanner.

Part Name	Part Number	
Roller	57-0137-000	
ADF Pad	57-0136-000	
USB Cable	35-0102-000	
AC Power Cord	35-0226-000 (US) 35-0227-000 (EUR) 35-0228-000 (UK)	
Power Supply	37-0094-000	

Regulatory Information

A

This chapter includes:

- Basic Regulations on page 168
- Copy Regulations on page 170

Basic Regulations

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Warning: In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

European Union

CE

The CE mark applied to this product, symbolizes Xerox's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Heath and Safety
The Document Company Xerox
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England, Telephone +44 (0) 1707 353434

Other Regulations

Turkey (RoHS Regulation)

In compliance with Article 7 (d) We hereby certify "It is in compliance with the EEE Regulation".

(“EEE yönetmeliğine uygundur“)

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

   Bonds and Obligations of certain agencies of the government, such as FHA, etc.

   Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

   Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

   Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.)

   Postal Money Orders.

   Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.

9. Selective Service Induction Papers that bear any of the following Registrant's information:

   Earnings or Income — Dependency Status

   Court Record — Previous military service

   Physical or mental condition

   Exception: U. S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
11. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Compliance Information B

This chapter includes:

- Product Recycling & Disposal on page 174
- Energy Star for the USA on page 175

Product Recycling & Disposal

USA & Canada

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: http://www.eiae.org/.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: http://www.dtsc.ca.gov/hazardouswaste/perchlorate/.

European Union

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



Energy Star for the USA

Energy Program Compliance

The Xerox DocuMate 4440 is ENERGY STAR qualified under the ENERGY STAR Program Requirements for Imaging Equipment.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

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