**xerox** ®

# Xerox DocuMate 3220
# User Guide

# Table of Contents

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# Welcome

This chapter includes:

Your new Xerox scanner can quickly scan stacks of documents with the Automatic Document Feeder (ADF), or single items on the Flatbed glass.

# 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 3220 Scanner
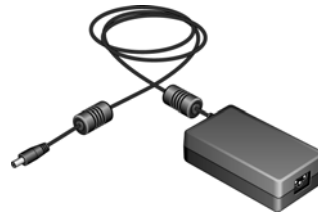


Power Supply



USB Cable



Power Cord



Replacement
ADF Pad



Windows™
Installation Disc
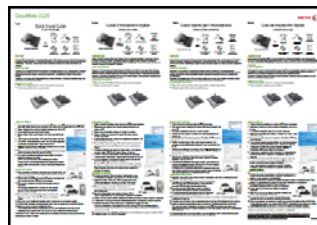


Quick Install Guide



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: 32-bit Windows XP (Service Pack 1 and 2), 32-bit or 64-bit Windows Vista, or 32-bit or 64-bit 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.
- Scanner Readme—On the Installation Disc; contains the latest information about your scanner and software installation.
- 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.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces.

# The Xerox DocuMate 3220 Scanner
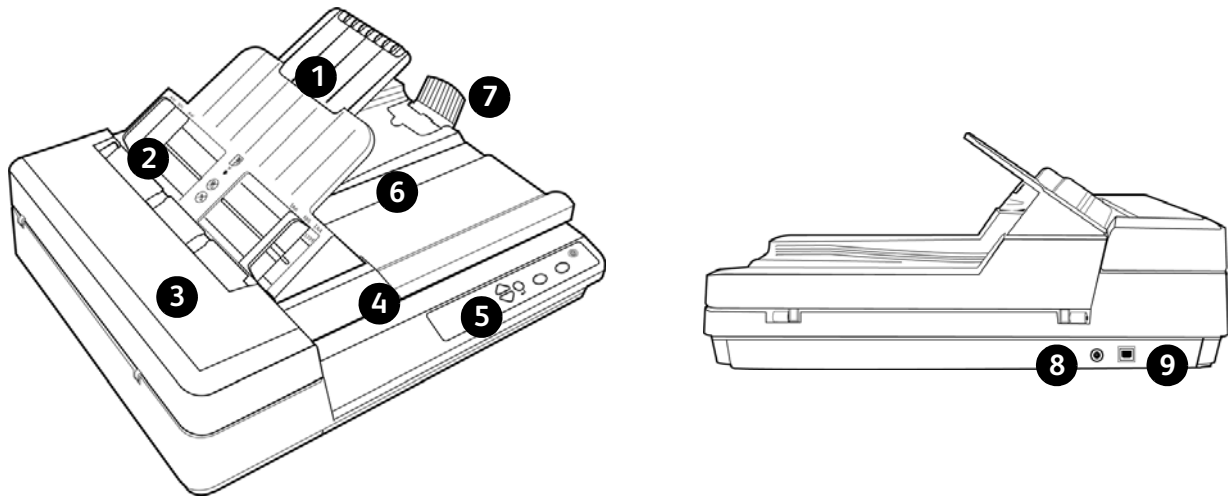


| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Input Tray | Paper Guides | ADF Cover | Scanner Lid | Control Panel |

| 6 | 7 | 8 | 9 | |
|---|---|---|---|---|
| Output Tray | Paper Stop | Power Jack | USB Port | |

**Input Tray**—Holds documents in the Automatic Document Feeder (ADF) for scanning. Extends to support various paper sizes.

**Paper Guides**—Adjust to support various document widths.

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

**Scanner Lid**—Lift lid to place an item on the flatbed glass for scanning.

**Control Panel**—One Touch scanning controls and status light.

- **LED Number**—Shows the current scan setting for the Scan button.
- **Destination Selector buttons**—Selects the scan setting for the Simplex and Duplex buttons. Press the Up or Down Destination Selectors to cycle through the scan settings to select the one you want.
- **Simplex button**—Press to scan single-sided documents.
- **Duplex button**—Press to scan double-sided documents.
- Power switch—Press to turn the scanner power on or off

**Output Tray**—Holds documents after being scanned through the Automatic Document Feeder.

**Paper Stop**—Holds documents in the output tray. Adjusts 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.

Welcome

# Scanner Setup

<div style="text-align: right">1</div>

This chapter includes:

- Unpack and Assemble the Scanner  on page 14
- Connect the Scanner Power Cord  on page 16

# Unpack and Assemble the Scanner

1. Remove all shipping tape from the top and bottom of the scanner.
2. Lift the input tray up from the scanner body.

   The support tabs, on the input tray platform, will click in place when the tray is in the correct position.

3. Pull out the input tray extension.

4. Lift up the paper stop on the back of the scanner.

5. Open the ADF cover and carefully remove any foam particles that may have gotten inside the Automatic Document Feeder, then close the cover.

**To lower the input tray:**

1. Press in the support tabs, on each side of the input tray platform, to unlock the platform.
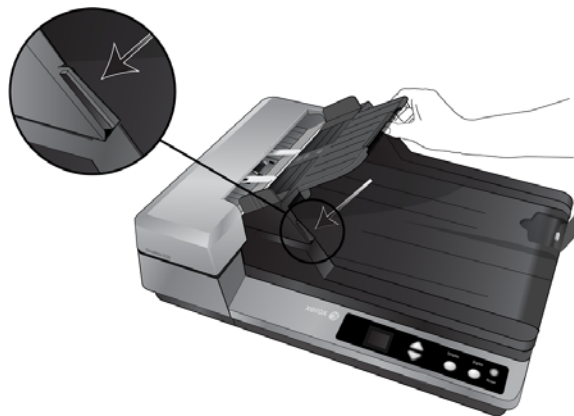
2. Lower the tray to the scanner body.

# Connect the Scanner Power Cord

1. Plug the power supply into the power port on the scanner.
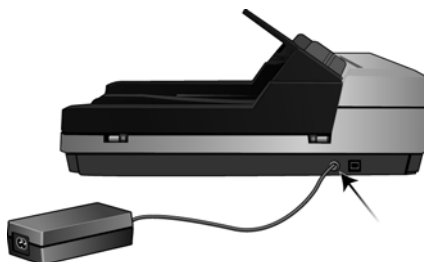
**NOTE:** Only use the power supply (HEG42-240100-7L made by HiTron *or* DA-24C24 made by APD) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

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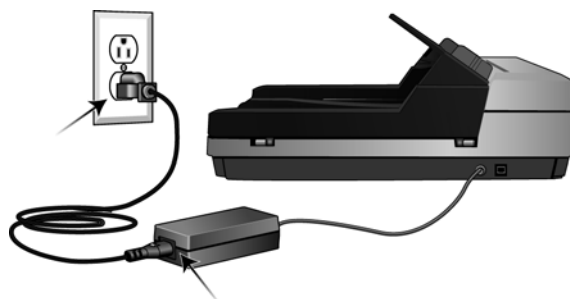
# Installation

2

This chapter includes:

# Before You Begin

Please make sure of the following before you begin installation:

- 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.

**NOTE: The Scanner Readme file has late-breaking news about your scanner.** The readme file is in HTML format and will open in any standard browser.

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.
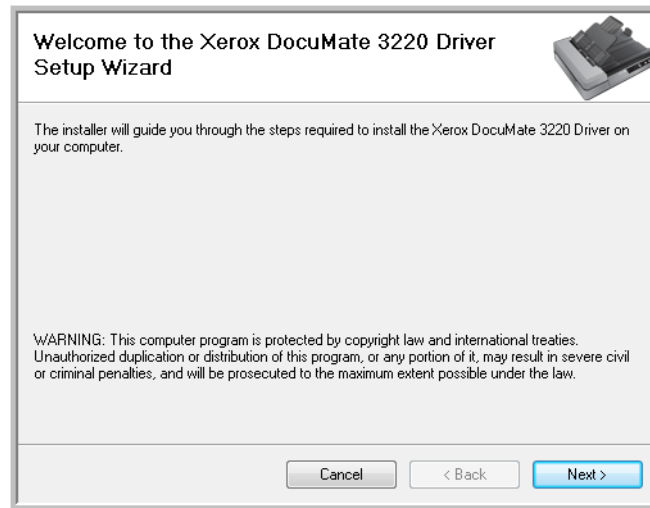


2. Click **Next**.

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.
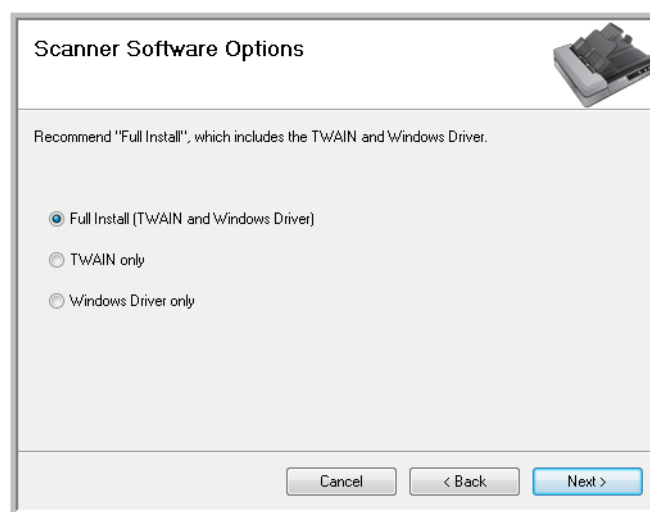


5. Select the option that you want then click on **Next**.

   - **Full Install (TWAIN and Windows Driver)**—This is the recommended installation. It installs all of the scanner drivers.

- **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications, and 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**.
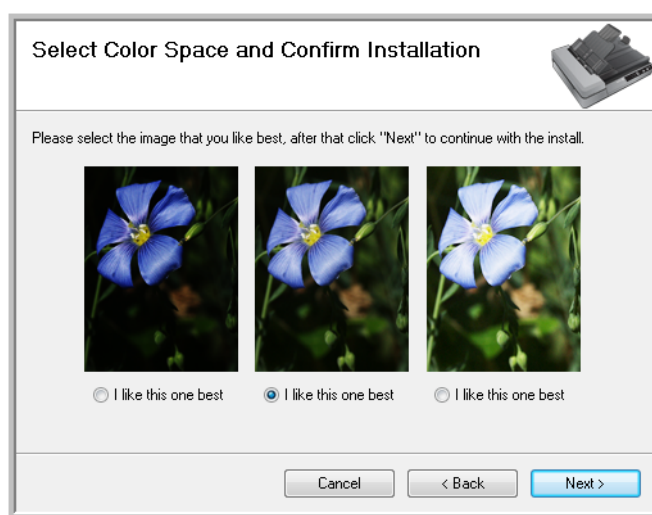


7. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section.
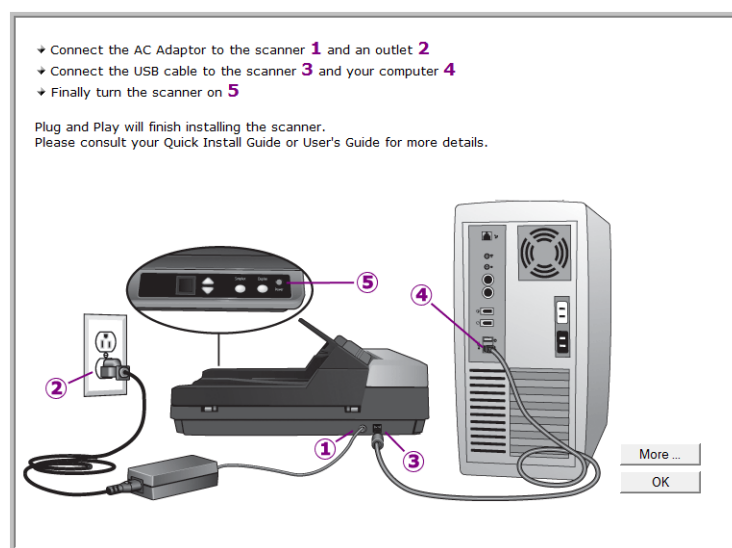


**NOTE:** If you do not see this on-screen diagram for connecting the scanner, stop and follow the instructions below.

## 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.



Xerox DocuMate 3220
Device driver software installed successfully.
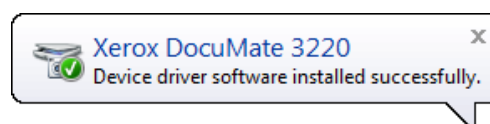
4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.
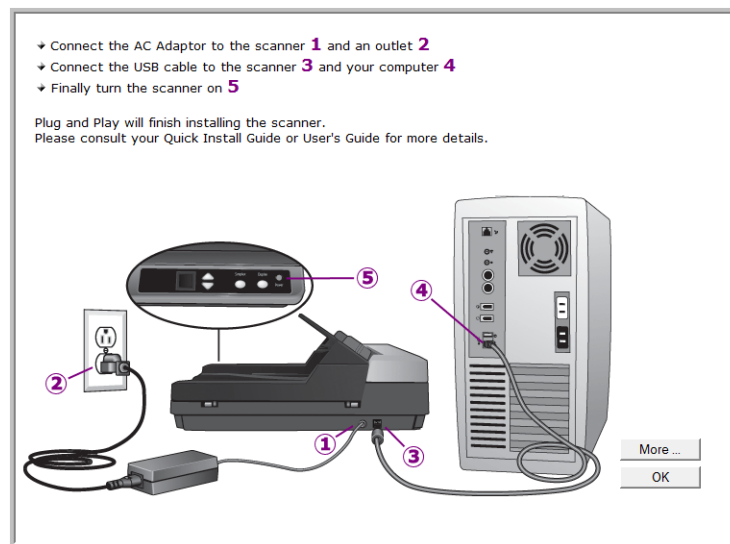


To see a quick overview about accessing and navigating the One Touch Button Panel, click **More**.

5. Click **OK** to complete the installation process.

6. Click **Close** on the Installation Complete window to close and exit the driver installer.
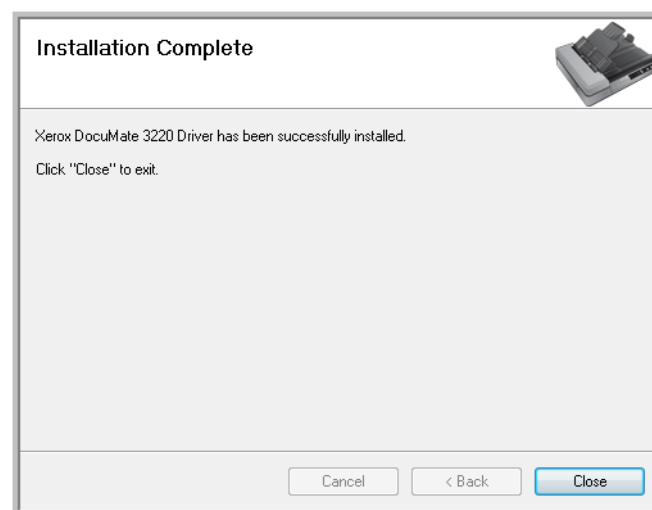
## Installing One Touch

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.
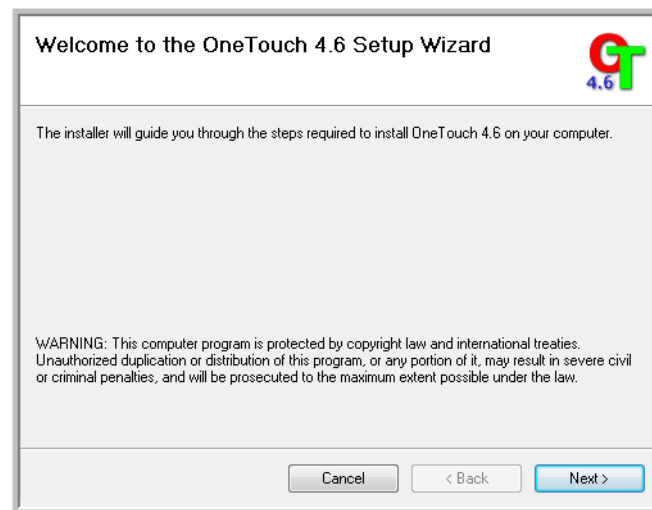


2.  On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

    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.
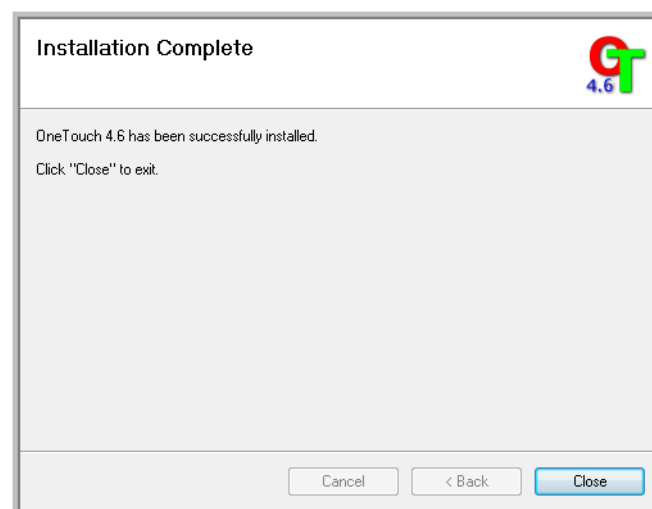


If you selected other software to install from the DVD the installation for that software will automatically start after you click **Close** on the Installation Complete window. Follow the instructions on-screen to install each application you selected.

# 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. |

# 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 and scanner readme.

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 3220 is ready to scan.

# Loading Documents to Scan

# 3

This chapter includes:

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.
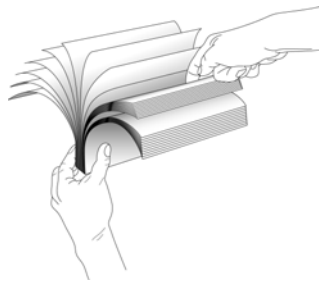
2. Unfold the Input Tray Extension and adjust the Input Tray for the width of the paper being scanned.
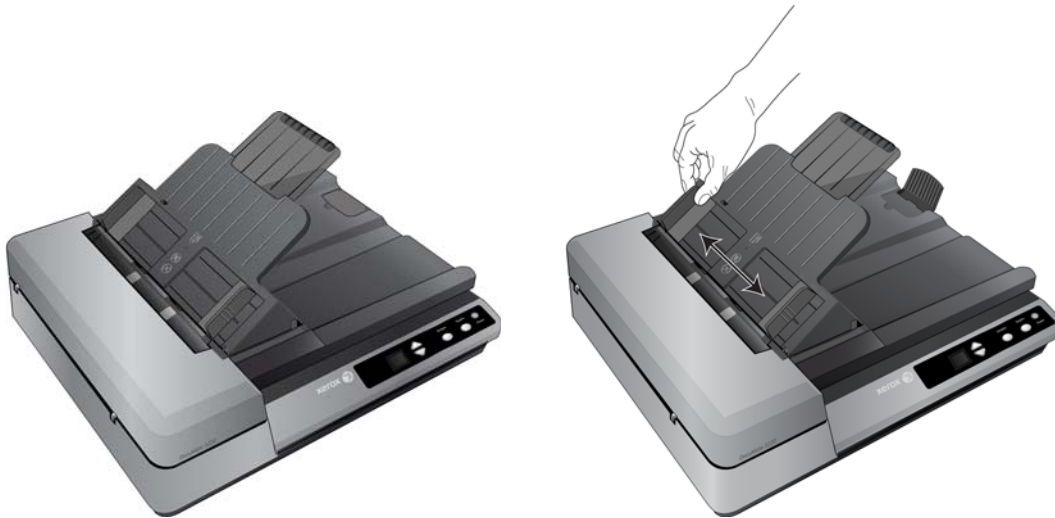
3.    Adjust the Paper Stop at the back of the scanner for the length of the paper.

Paper Stop Slide.

4.    Load the stack of documents *face up*, with their tops into the Automatic Document Feeder.

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

# Scanning from the Flatbed Glass

You can scan small paper, plastic cards, books, and other items that can not be scanned through the Automatic Document Feeder.

1. Remove any paper in the Automatic Document Feeder.

   The scanner automatically detects if paper is in the Automatic Document Feeder and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the Flatbed.

2. Lift the scanner cover and place an item *face down* on the glass.

3. Align the item with the arrow on the reference frame then close the cover.



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

# Scanning Interfaces

If you selected the recommended installation options, then you have several different options to scan with your Xerox DocuMate 3220 scanner.

- **One Touch**—When you press one of the scanner buttons, documents are scanned using the scan settings assigned to the button you selected. The scanned images are 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 number. See Scan from the One Touch Button Panel on page 49.
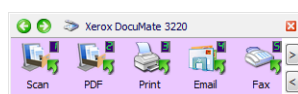


- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click the Scan button in the TWAIN interface window. See Scanning from TWAIN on page 127.
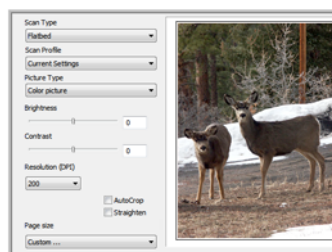


- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click the Scan button in the WIA window. See Scanning from WIA on page 143.

# Scanning and Configuring One Touch

4

This chapter includes:

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 buttons, on the scanner, mirror the One Touch button panel on-screen.

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.
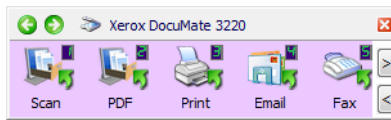


The One Touch button panel shows which application
the button is configured to send images to.

# 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 42 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.
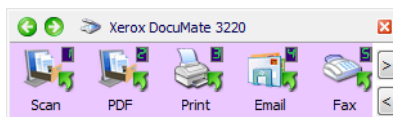


4. Click the button you want to use to scan.

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
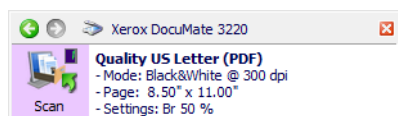


The Hardware View
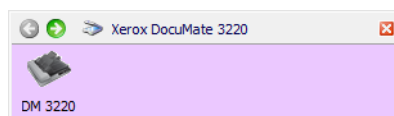
The Title Bar

- 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.
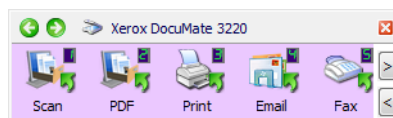


3. The One Touch Properties window opens.

   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.
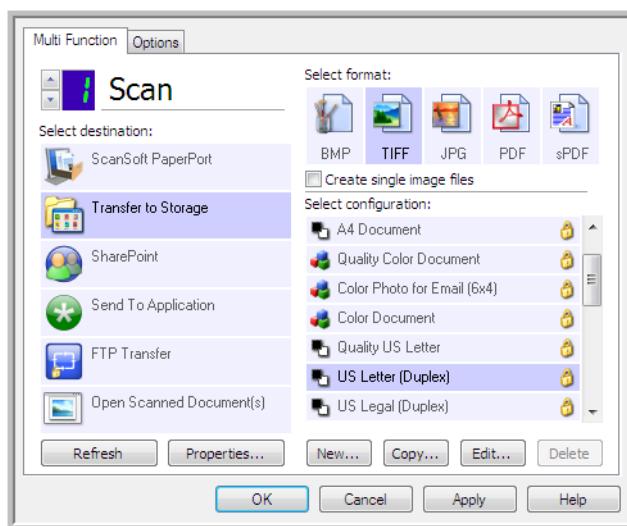


Select a file format for your scanned images.

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 55 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 47 and Configure Before Scan on page 60 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.
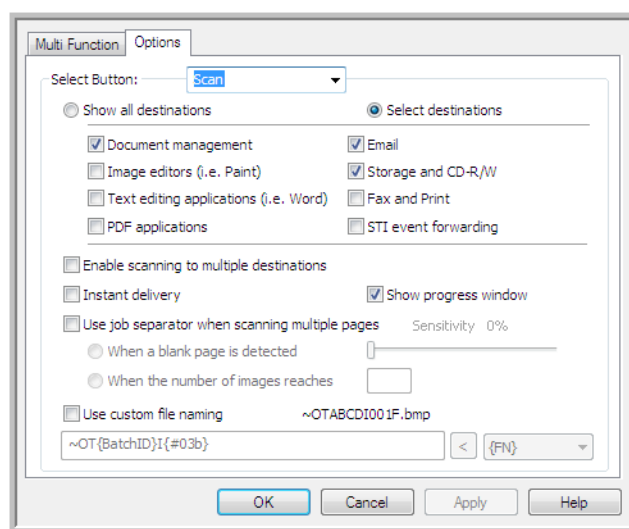


**Select Button**—Click the down arrow and select the button for which you want to modify the settings from the list. The options you choose in this window only apply to the button you select in this list.

**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 102.

**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 105 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.
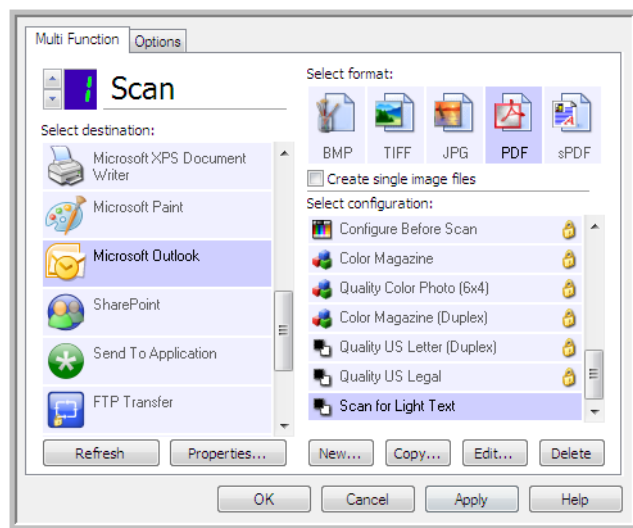
Click the icon of a selected configuration to view its settings.
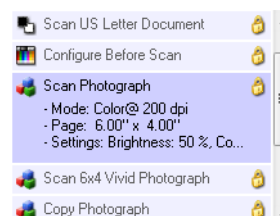
Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

**NOTE:** Use Configure Before Scan if you want to set the options manually before scanning. See Configure Before Scan on page 60.

**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 63.
- Use the **Device Settings** tab to configure **Printer or Fax** destinations, as described on page 71.
- Use the **PaperPort** tab to choose the destination folder, in the **Nuance PaperPort** application, as described on page 73.
- Use the **SharePoint** tab to specify a **SharePoint** site, user credentials, and destination folder, as described on page 75.
- Use the **FTP Settings** tab to specify an **FTP** site, user credentials, and destination folder, as described on page 78.
- Use the **SMTP Configuration** tab to specify an SMTP server, user credentials, and destination email address, as described on page 81.

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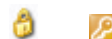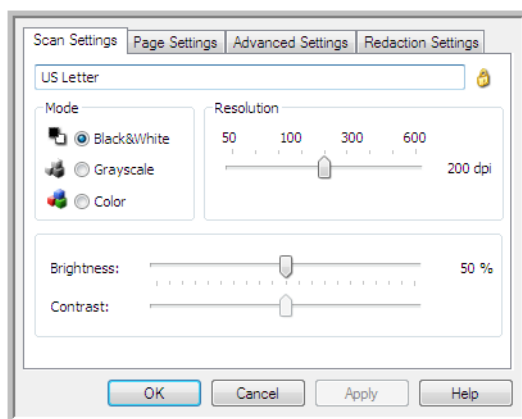
If the configuration is locked, click the lock to unlock it. The icon becomes a key.

**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.
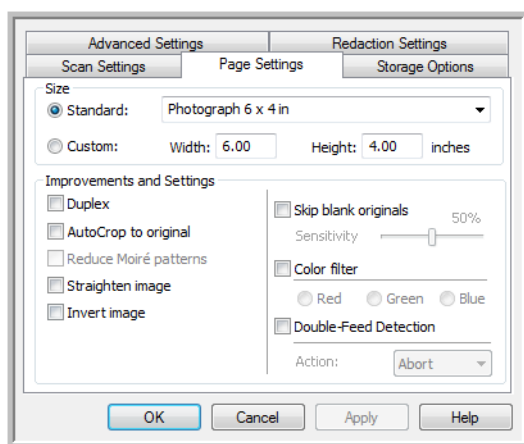


Click the name to toggle between inches and millimeters.

**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.
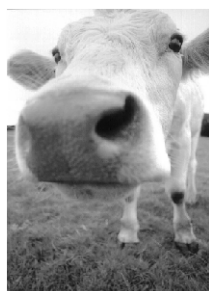
Original Image   Inverted Image

- **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.

The original with a red watermark over black text.
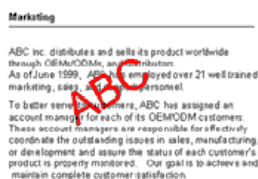
The scanned item with the red filtered out.
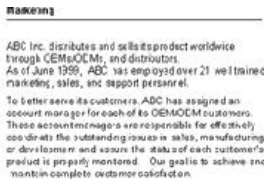
## Advanced Settings tab

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.
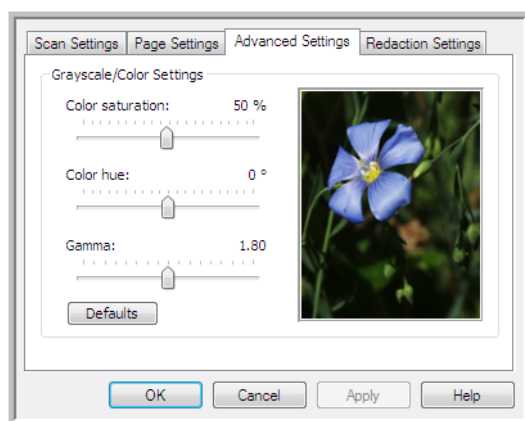
- **Color saturation**—the strength or purity of a color. This option is only available when the selected scan mode is Color.
- **Color hue**—the color your eyes see as reflected from the image. This option is only available when the selected scan mode is Color.
- **Gamma**—is the tone curve and the 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.
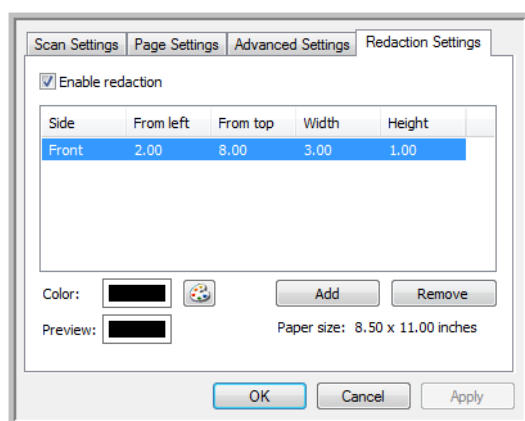


Please refer to the technical note, at the end of this section, for information about how this setting works with other options in the One Touch Scan Configuration you are modifying.

**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.
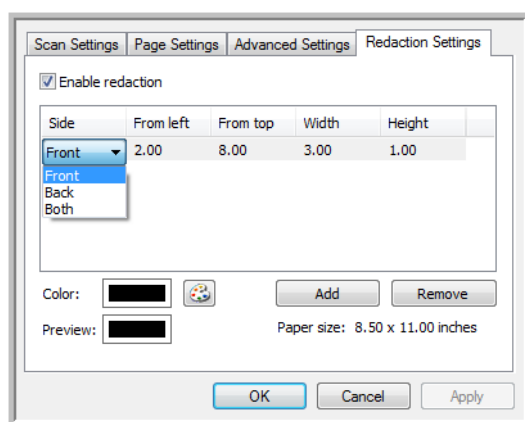


- **Front**—This is the Simplex side of the page. The area(s) specified for the Front will only apply to the Simplex side of the page when scanning in Duplex. Therefore, if you scan 4 double-sided pages, the resulting image file(s) will have redacted areas on pages 1, 3, 5, and 7.

- **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.
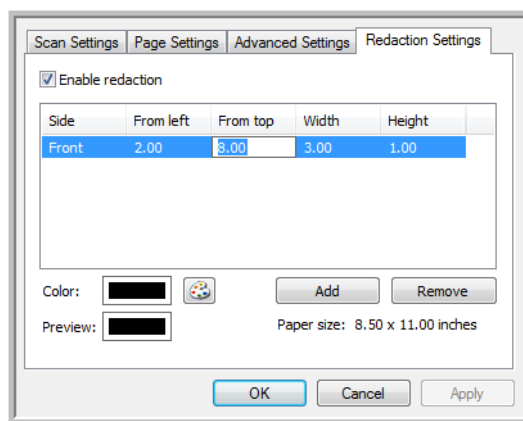


- **From left**—Input the upper-left corner start position measured from the left-side of the page.
- **From top**—Input the upper-left corner start position measured from the top of the page.
- **Width**—Input the width of the area to be removed.
- **Height**—Input the height of the area to be removed.

**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.
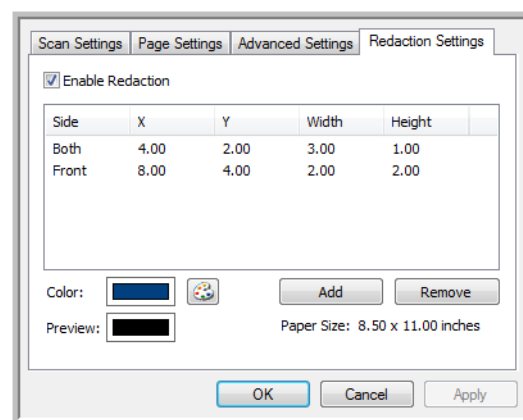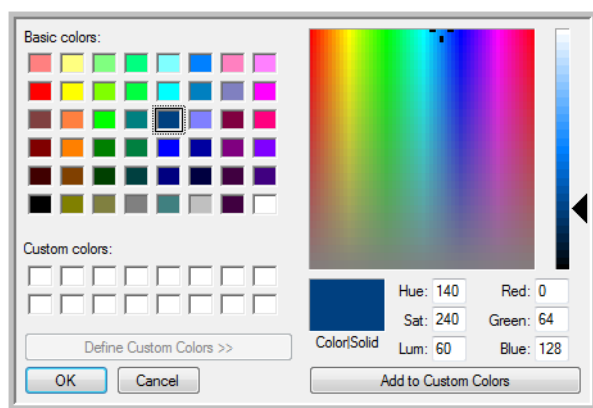
**Preview**—This color field shows the actual color that will fill the redaction area in the final scanned image. When scanning in color, the Preview field will match the Color field. When scanning in Grayscale, the preview field will show the gray version of the color you selected, and that color will 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.
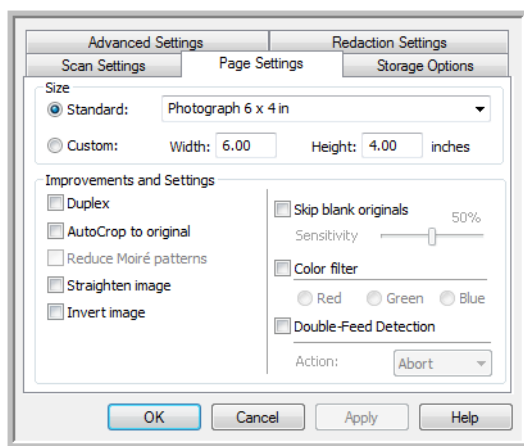


Click the name to toggle between inches and millimeters.

# 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.



Text Formats; TEXT is only one of several text formats available.

Image Formats. The BMP, JPG, and PDF image formats have right-click menu options.
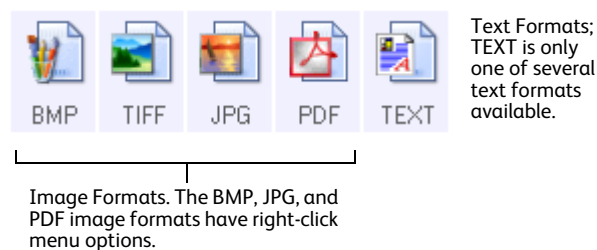
## Create Single Image Files

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.
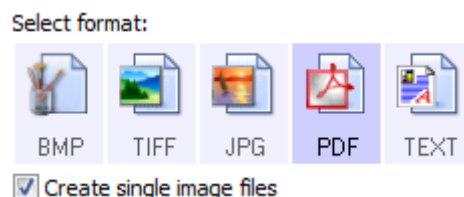
# Image Formats

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.
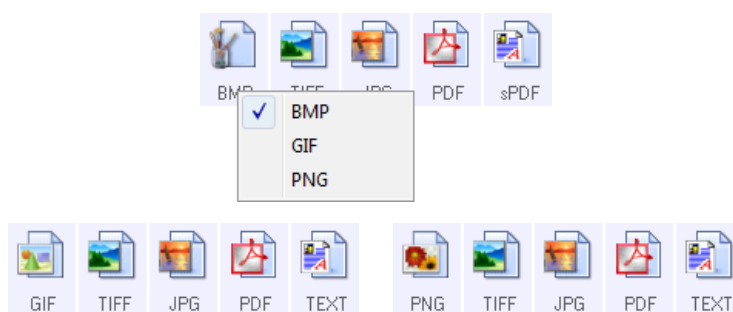


**BMP**—The *.bmp (bitmap) format is generally used when you want to do additional image processing, such as photo touch-up or color correction, as very little image compression is used when creating the file. When scanning in color or grayscale, BMP scans result in the largest file size of the image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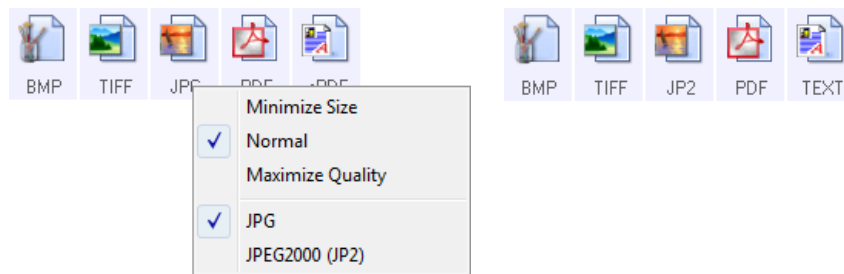


**JPG**—The *.jpg (joint photographic experts group) format is a common image format for transferring pictures electronically, such as posting to a website or sending via email, as JPG image files are smaller than BMP and TIFF files. You can change the level of compression for the picture file to have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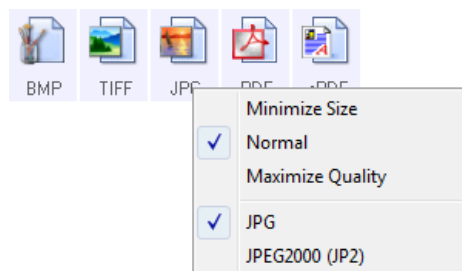


3.  Choose the file size/image quality option for your scanned images.
    **Minimize Size**—Smallest file size, lowest image quality.
    **Normal**—Medium file size, some loss of image quality.
    **Maximize Quality**—Largest file size, minimal loss of image quality.

    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.
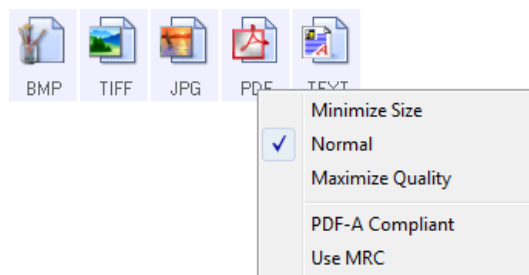


3. Choose the file size/image quality option for your scanned images.

    **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 108.
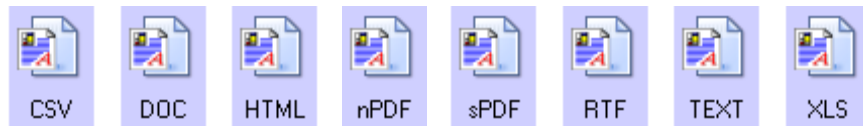
**To select a file type for the text format:**

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**.
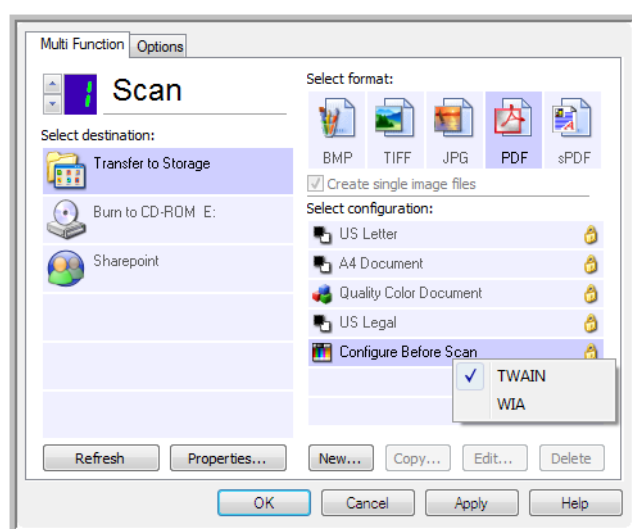


Select then right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

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.
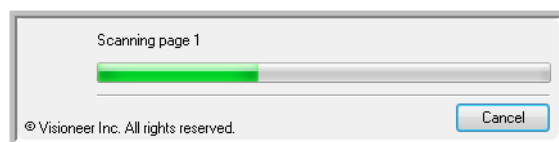


2. The following window will open asking if you want to cancel the entire job.
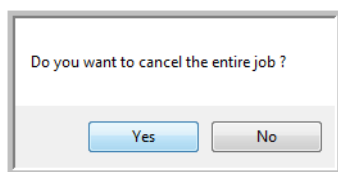


- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

    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 58 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.
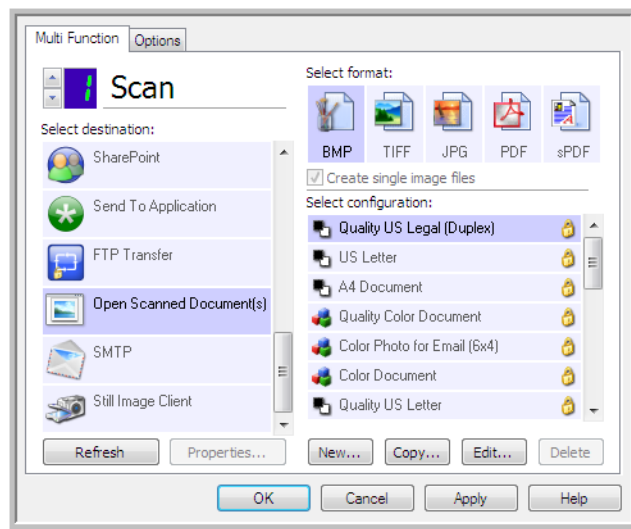


**Technical Note**:

- 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 58 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.
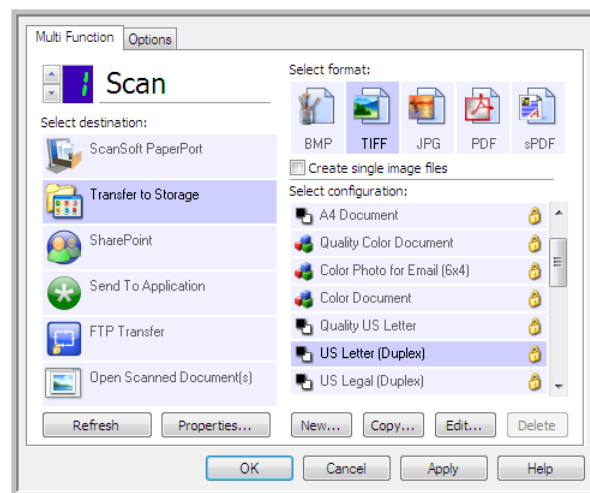


- Click the **Properties** button to open the One Touch Link Properties for Transfer to Storage. From this window, you can change the global default storage location and options.

  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
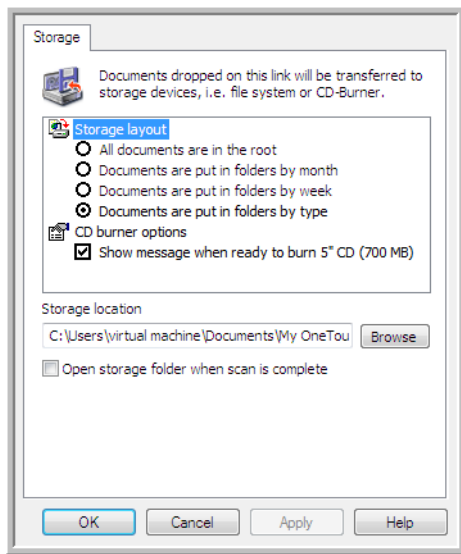
Scan Configuration Properties window -
Storage Options tab
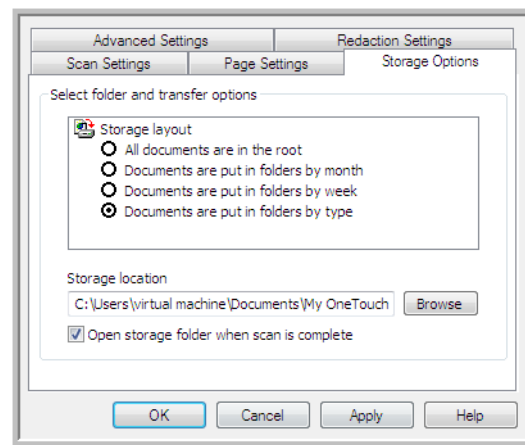
## Storage layout

- **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.
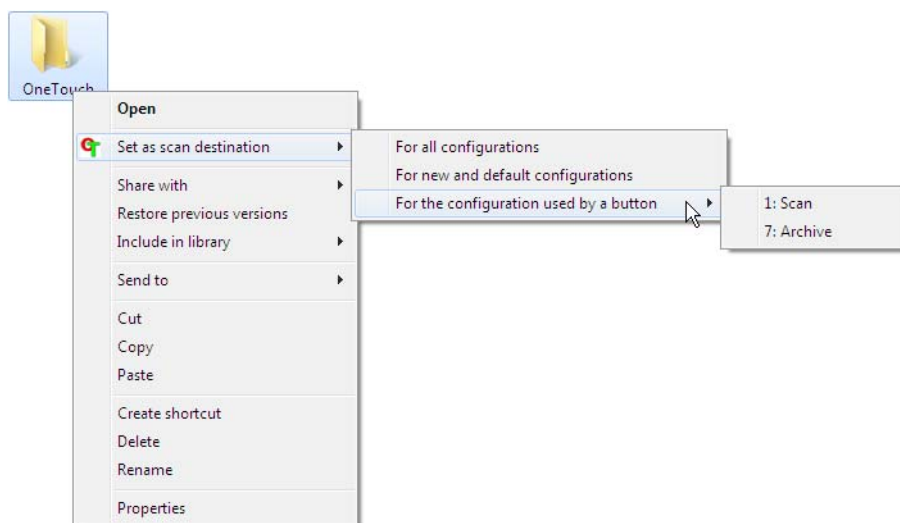


- **For all configurations**—select this option to have the storage location, in all scan configurations Storage Options tabs, updated to use this location. Note that the storage Link Properties location will also update to use this location.

- **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.
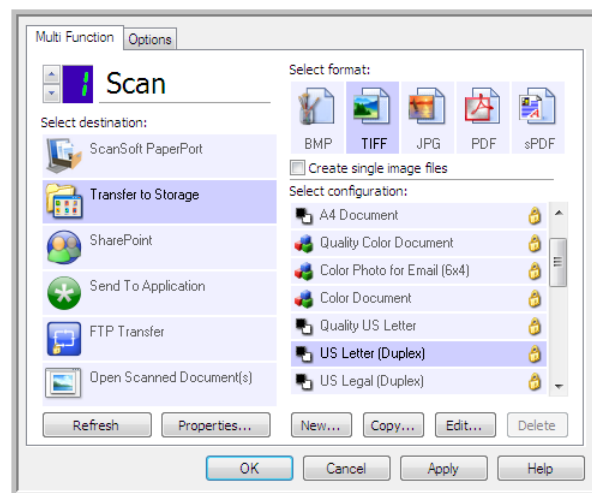


The Scan Configuration Properties dialog box opens.

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.
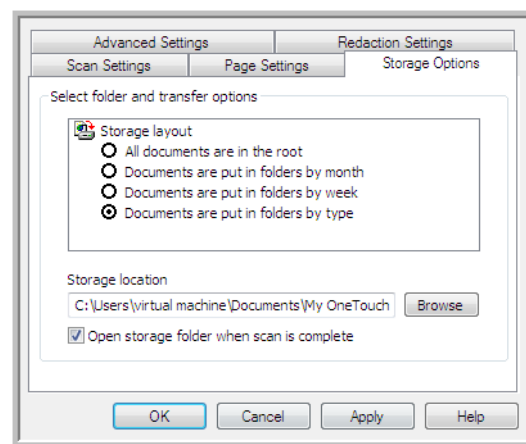


8.  Click the **Browse** button.

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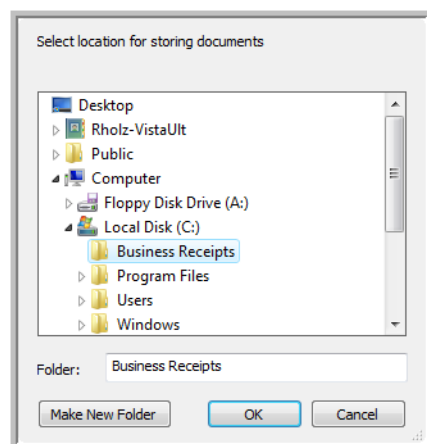


10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."
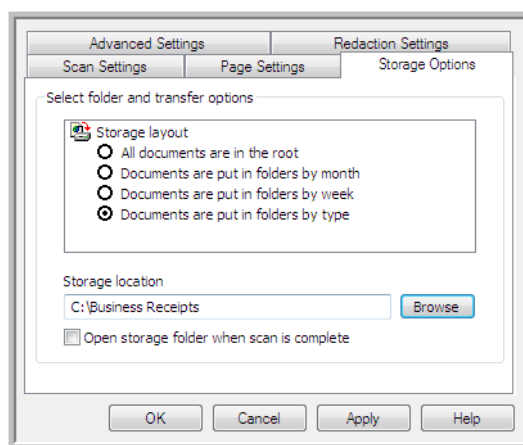


11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.

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.
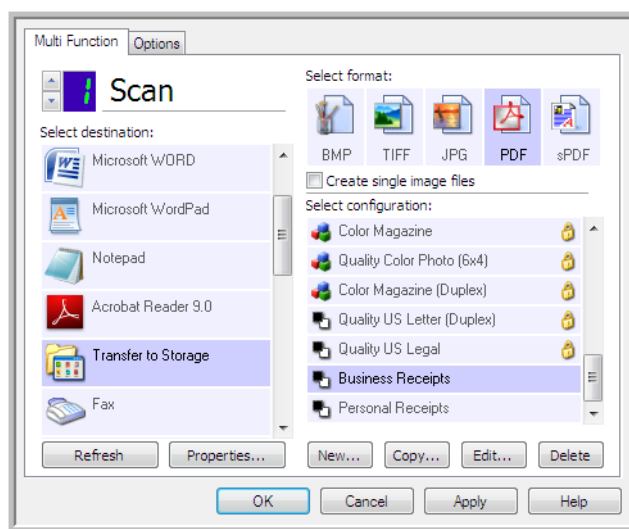


The new configurations apply to the Transfer to Storage Destination Application.

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 58 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.
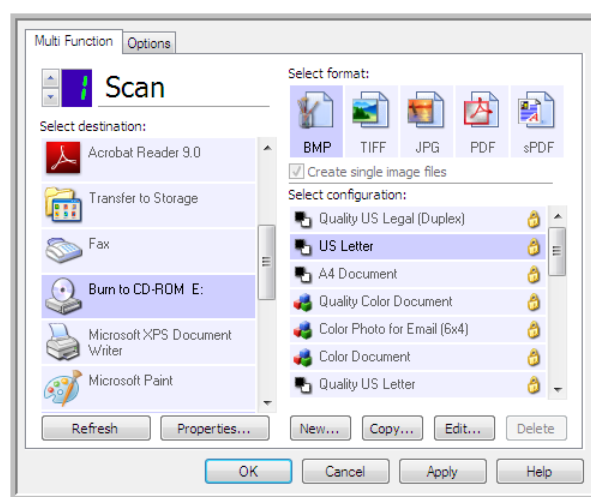


3. Choose a File Format and a Scan Configuration.
4. Click **OK**.
5. Now start scanning using the scanning button you set to scan and burn to a CD.

   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.
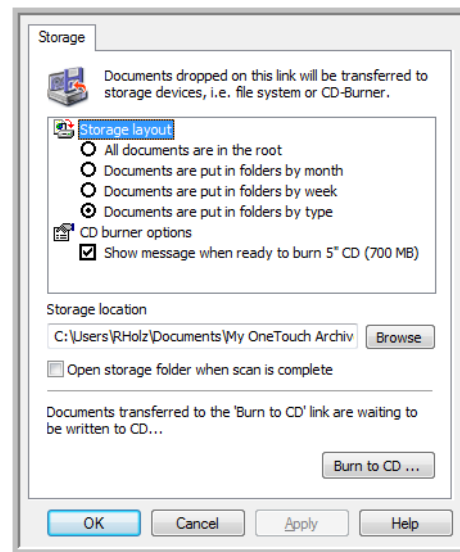


7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

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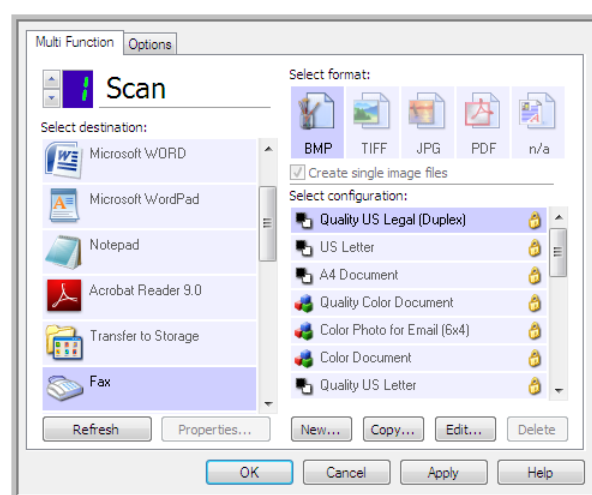
Select a printer or fax device, in the **Select destination** list, then open a Scan Configuration to modify the settings for the device you selected.

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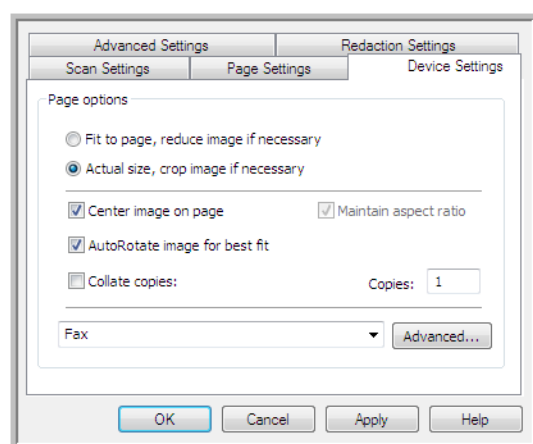


- **Fit to page, reduce image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

- **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.
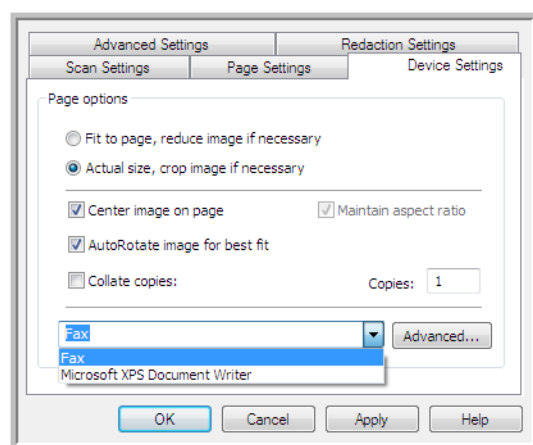
# PaperPort

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 58.

**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.
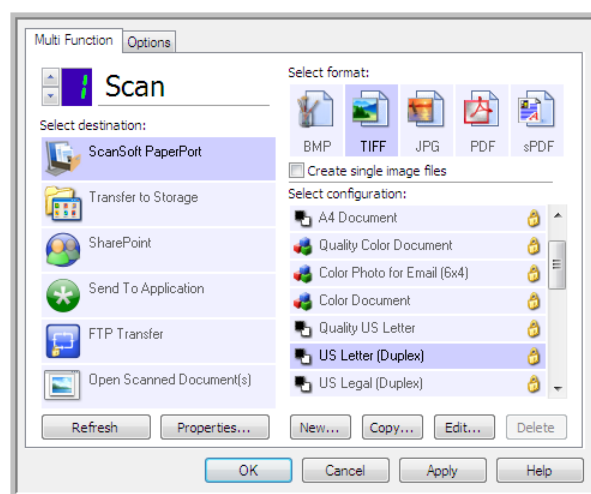


- Click the **Properties** button to open the One Touch Link Properties for PaperPort. From this window, you can change the default folder location and options.

    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
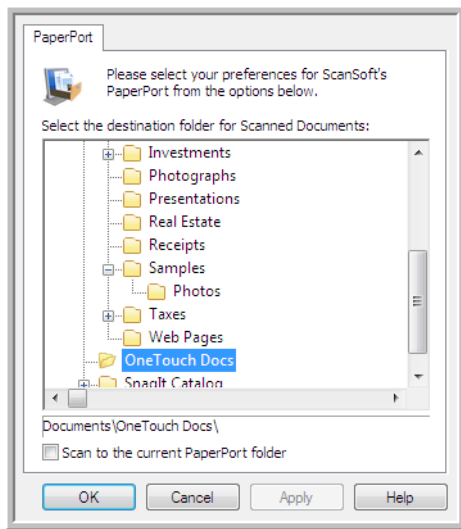


Scan Configuration Properties window - PaperPort tab
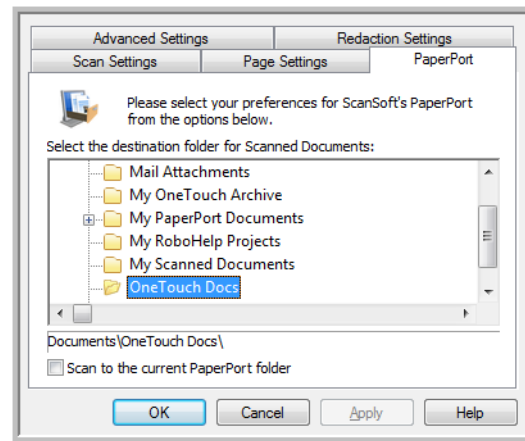


**Select the destination folder for Scanned Documents**

- 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.
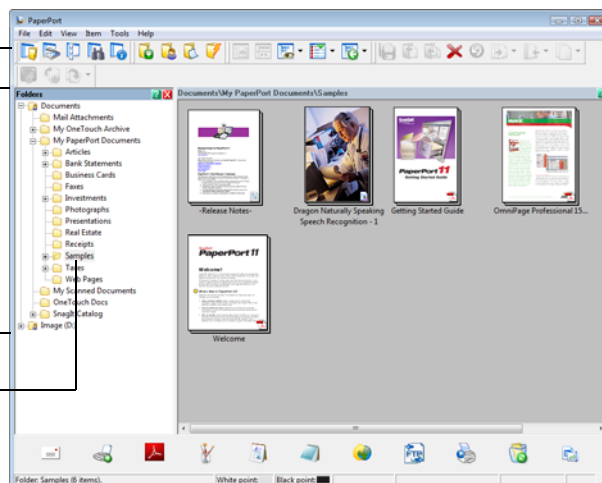
# SharePoint

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 58 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.
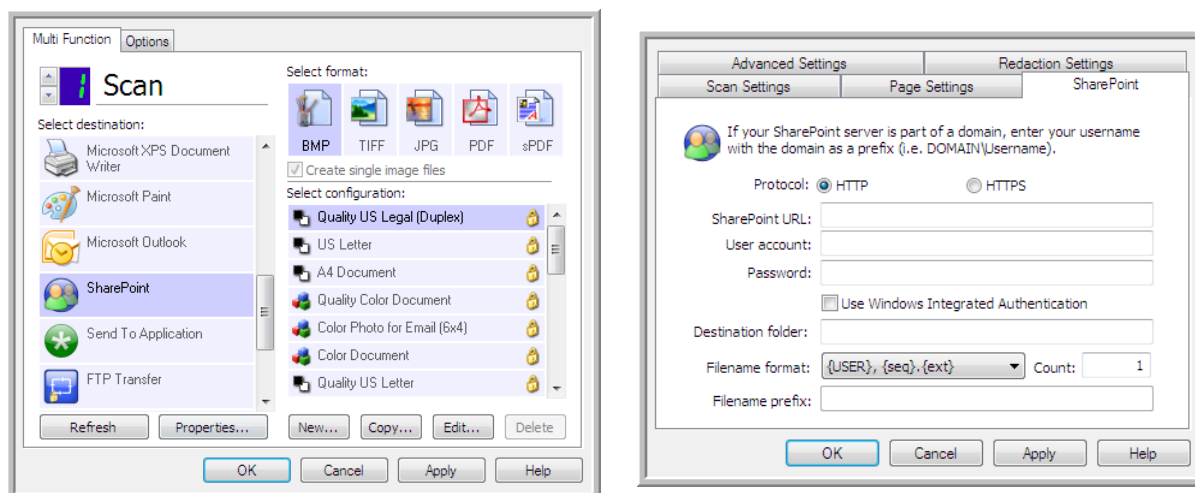


*   **Protocol**—Select which protocol you want to use to transfer the scan to the server.

- **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 65.

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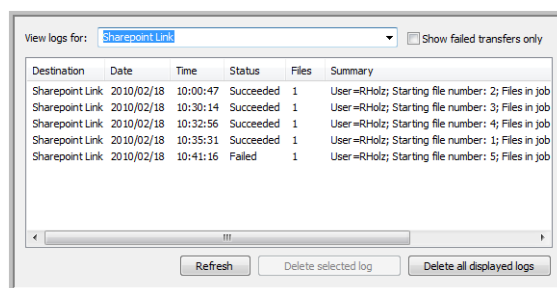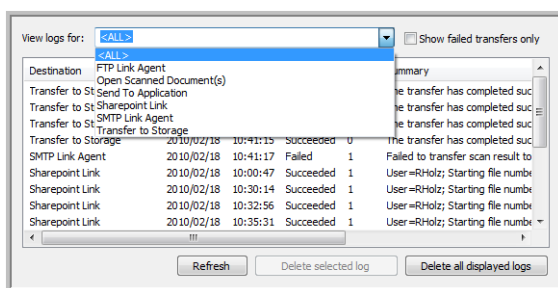
Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry**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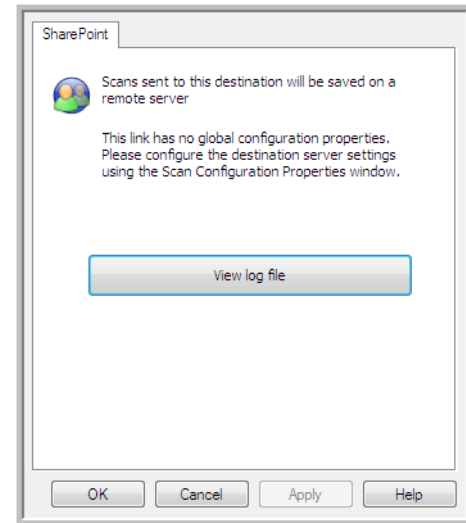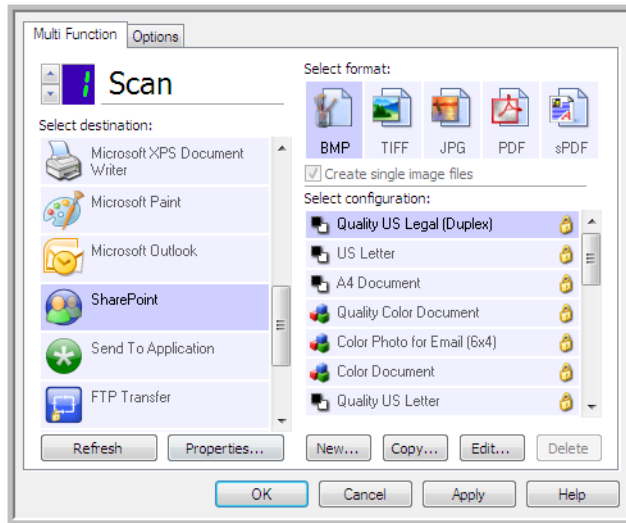
# FTP Transfer

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 58 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.
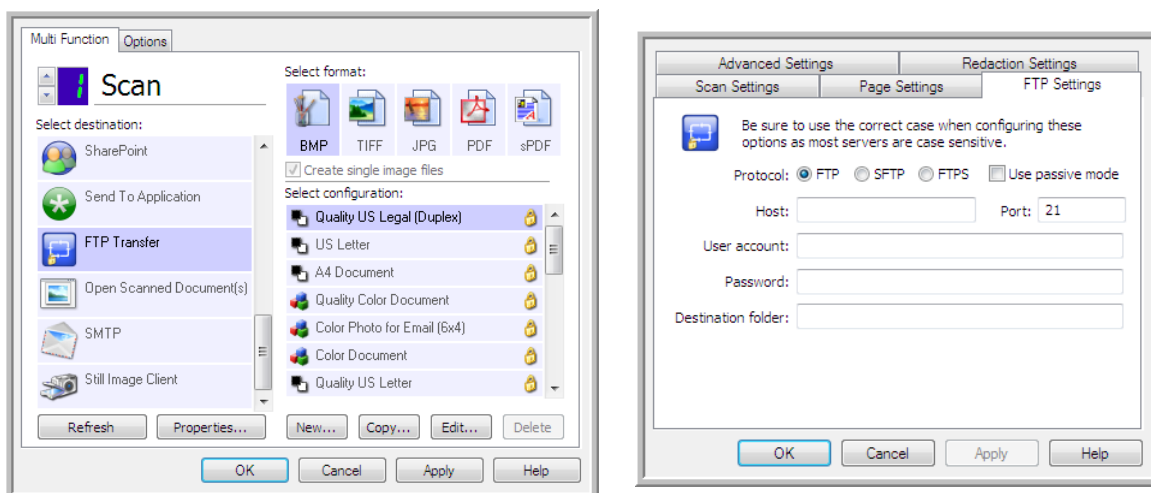


- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. you do not need ftp:// at the beginning. For example, ftp.company.com

- **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 65.

## 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.
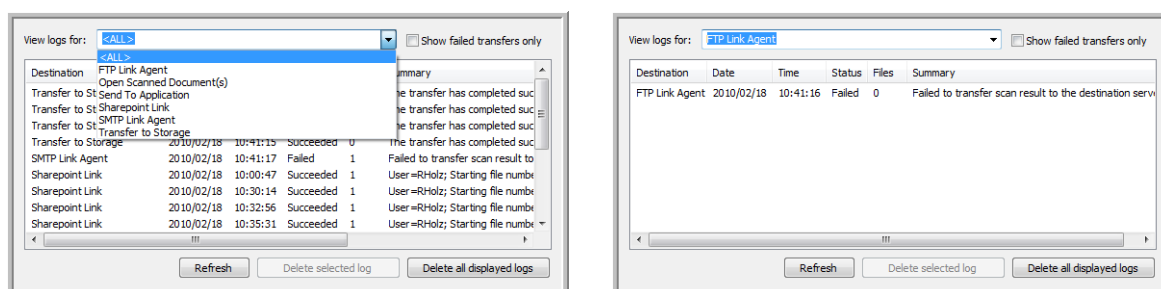


Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry**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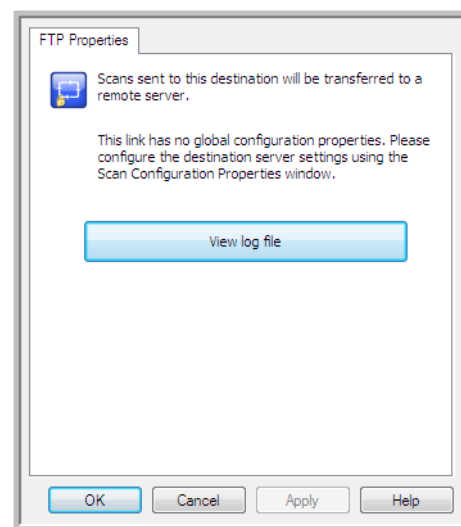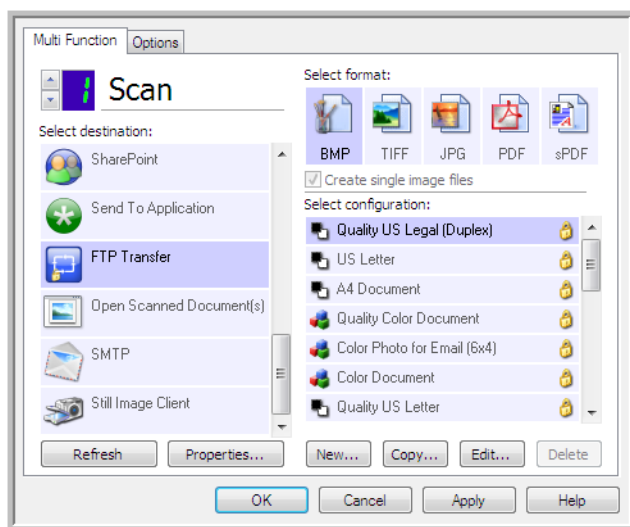
# SMTP

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 58 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.
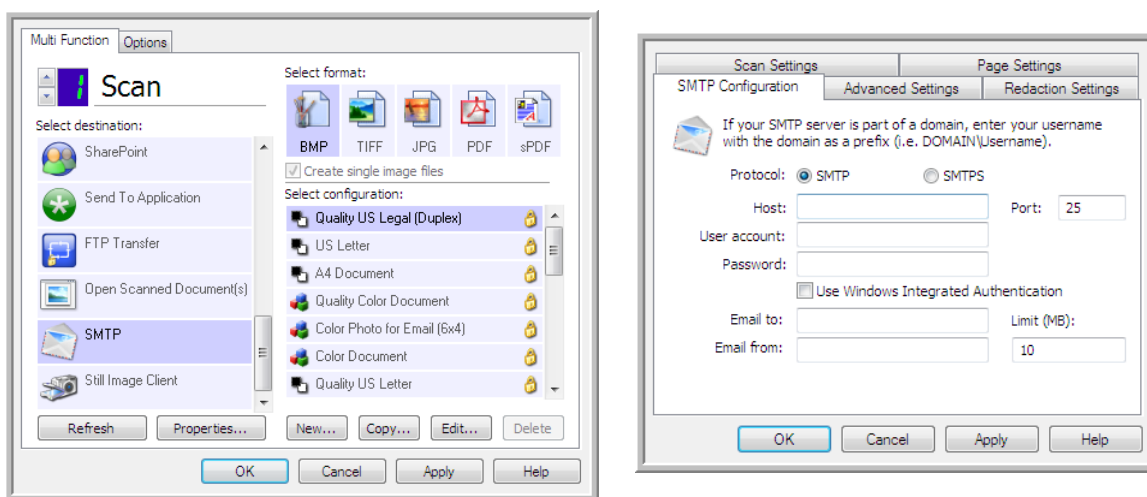


- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. For example, smtp.company.com
- **Port**—Input which port to use with the selected protocol. Changing the 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 65.

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.
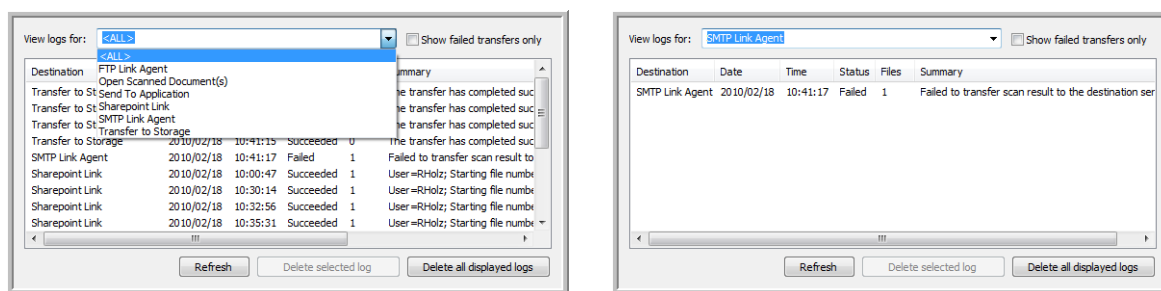


Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry**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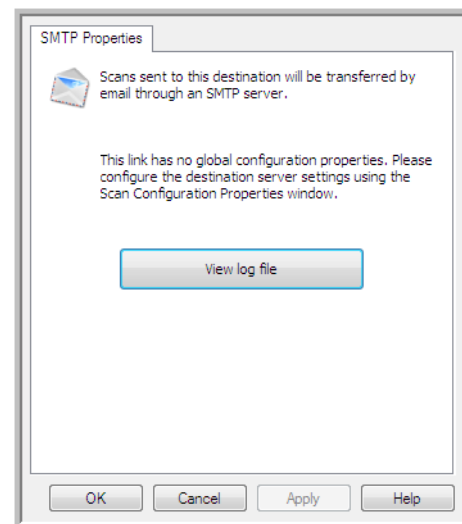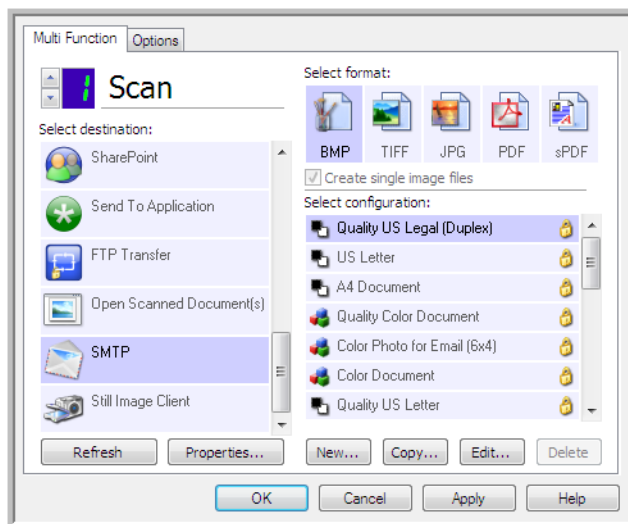
# Email Applications

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 58 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.
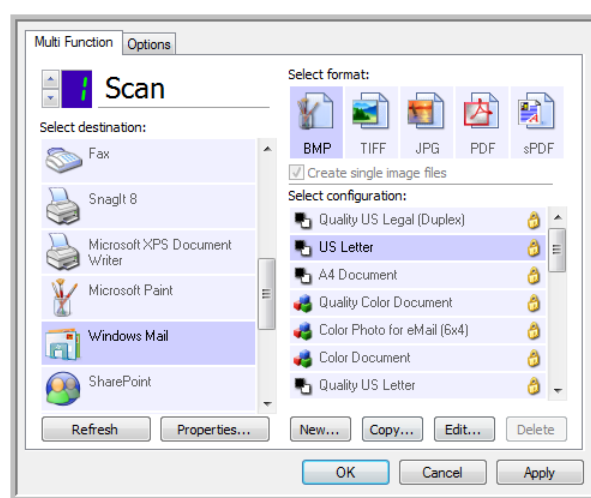


The email application in the One Touch destination list is the default email program selected in the Internet Options of Internet Explorer. Click on the email application that is in the list, then click on the **Properties** button to launch the Email One Touch Link Properties window to change the email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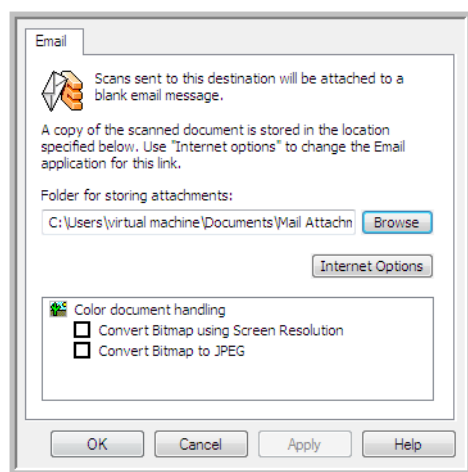


- **Folder for storing attachments**—Click the **Browse** button to change the location using the Windows file browser, or type a location directly in the field.

- **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 58 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.
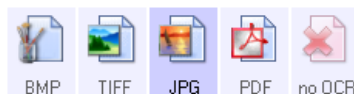
**Destination type**—This destination type is classified as a "Text Based Link". To make it available in the destination list, you must select **Text editing applications** on the Options tab in the One Touch Properties window. If the text editing application you are using does not appear in the Select 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.
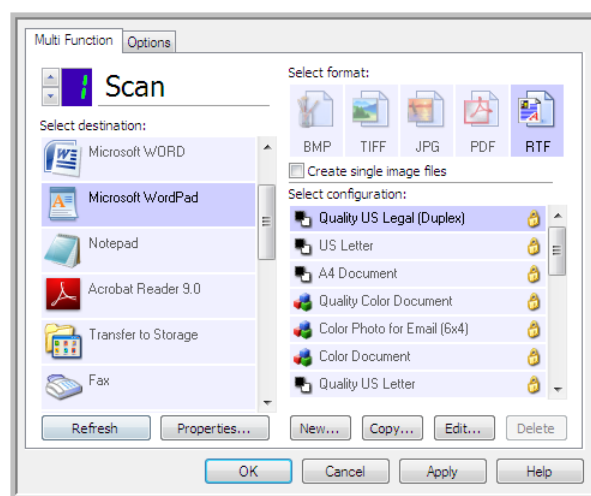
2.  Click on the **Properties** button to open the Text Document One Touch Link Properties window. From this window you can select what One Touch should do when text is not detected or recognition fails, and add other applications to One Touch.

    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.
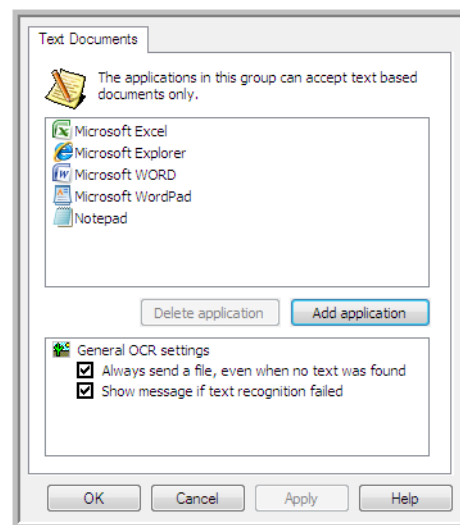


- **Add application**—Click this button to open the Add Text Based Link dialogue so you can add other text editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only delete 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.
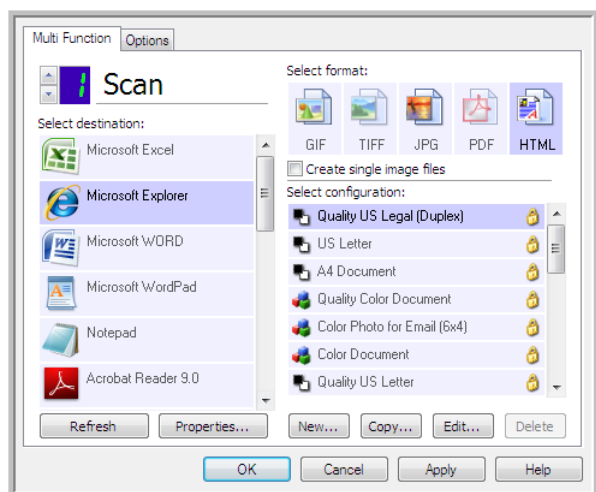
Choose HTML

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.
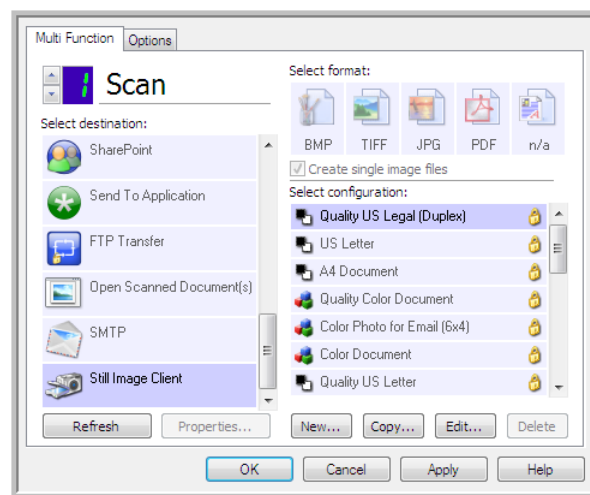


1. Open the One Touch Properties window, and select **Still Image Client** as the Destination Application.
2. Choose a Scan Configuration and click **OK**.
3. Start scanning using the button you selected for event forwarding.

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**.
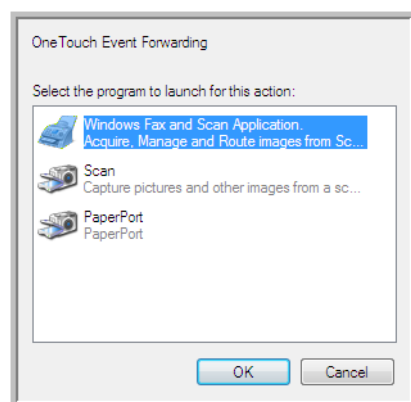


Now the application you selected opens and you can continue scanning using that application's interface.

**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 56 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.
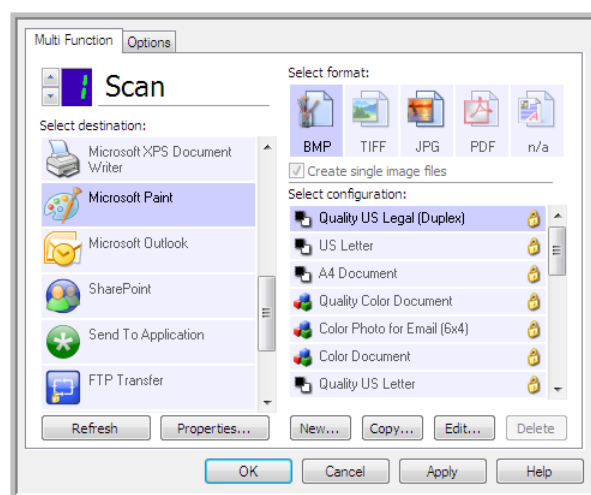


2.  Click on the **Properties** button to open the Image Documents One Touch Link Properties window.

    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.
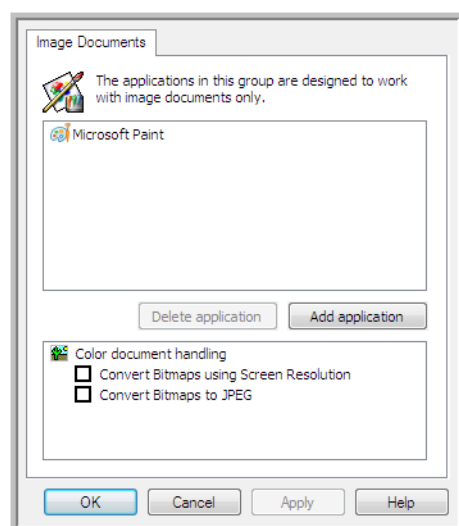


- **Add application**—Click this button to open the Add Simple Image Link dialogue so you can add other image editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only 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.
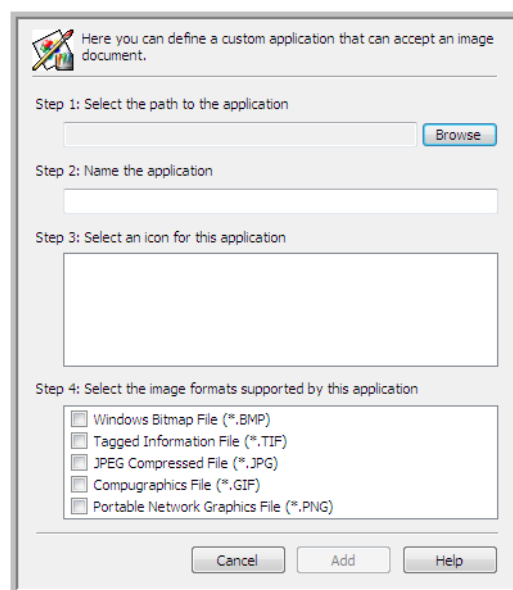


2. Click **Browse** to find the application you want to add to the list.

   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.
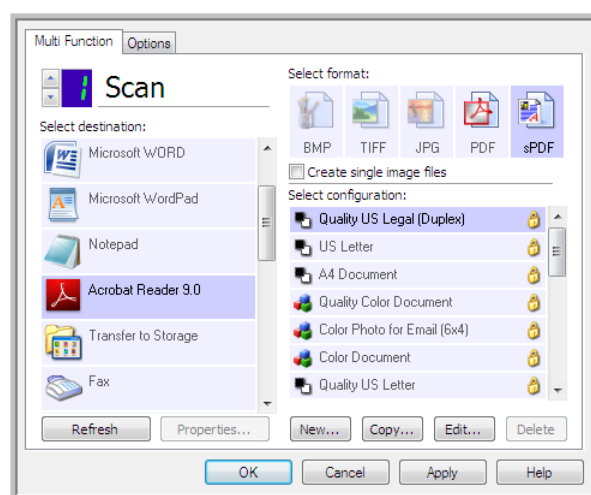


If the PDF application you are using does not appear in the Select destination list, you can add the application using the Text Documents One Touch Link Properties window.

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.
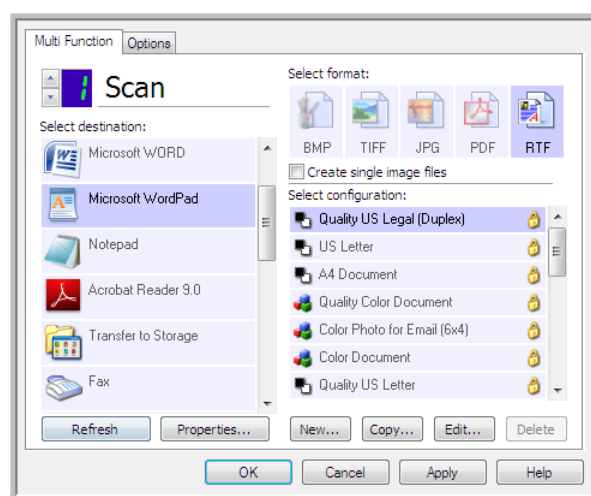


4. Click on the **Properties** button.
5. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.
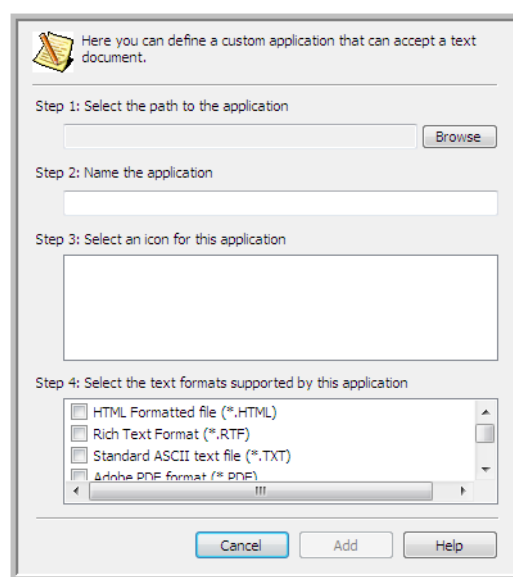


6. Click **Browse** to find the application you want to add to the list.

   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 58 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.
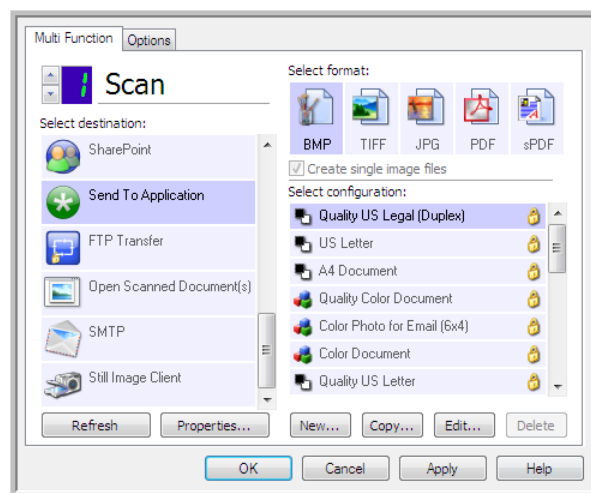


- Click the **Properties** button to open the One Touch Link Properties for the Send to Application link. From this window, you can configure the default application for this link.

  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
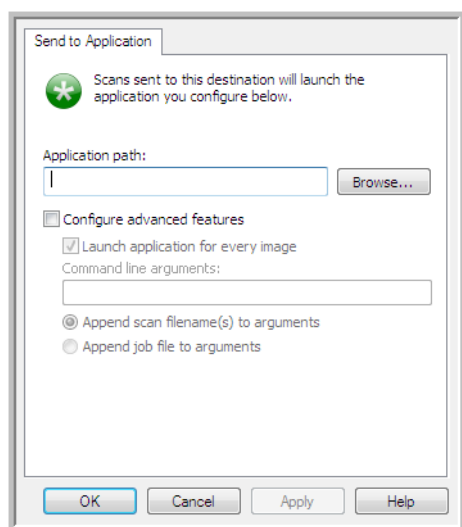
Send to Application Scan
Configuration Properties window
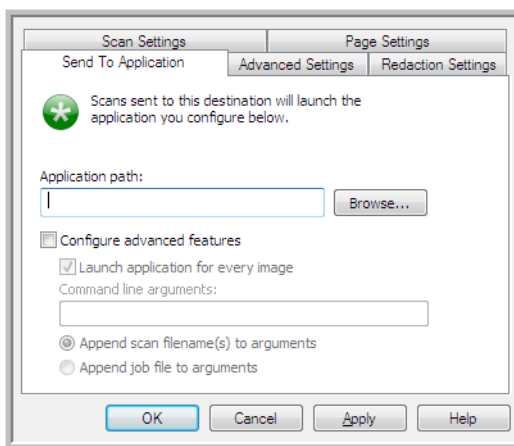


1.  Click **Browse** to open the Windows file browser and navigate to the location of the application's executable (*.exe) file.

    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
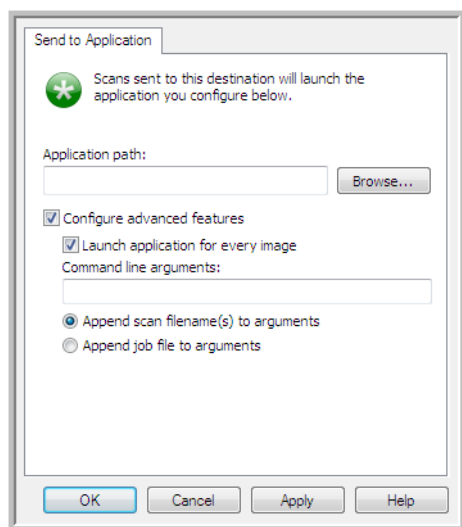


Send to Application Scan
Configuration Properties window
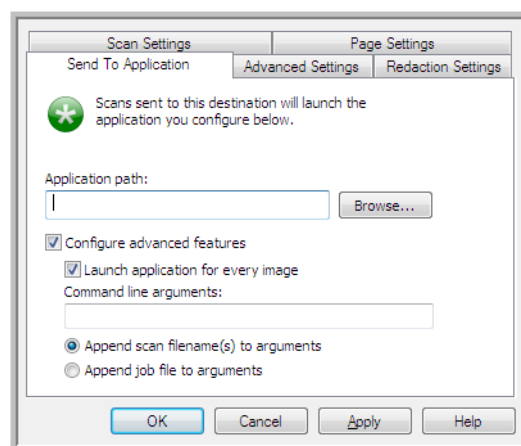


- **Launch application for every image**—When this option is selected, the application will open one time for each image scanned. You should deselect this option only if the application you are scanning to will accept multiple page files.

  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.
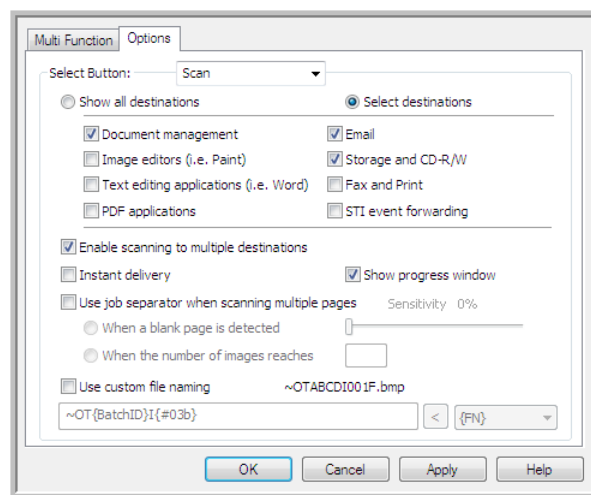


2. Select **Enable scanning to multiple destinations**, then click back on the configuration tab.

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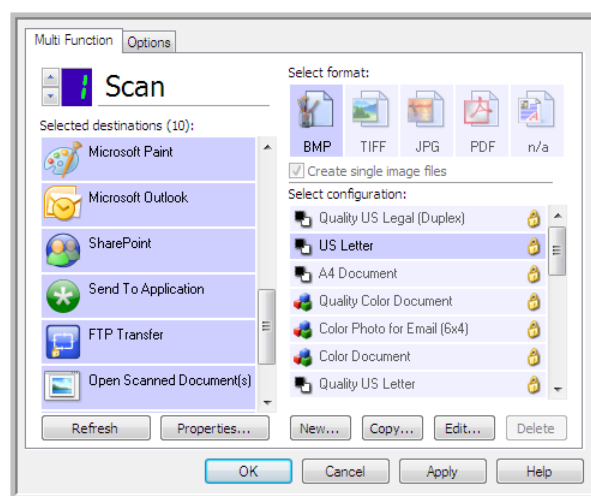
4. If any of the destinations you select have global configuration properties, the Properties button at the bottom of the Selected destinations list will be enabled for you to configure the destination options. Click on the **Properties** button to open the One Touch Link Properties window to configure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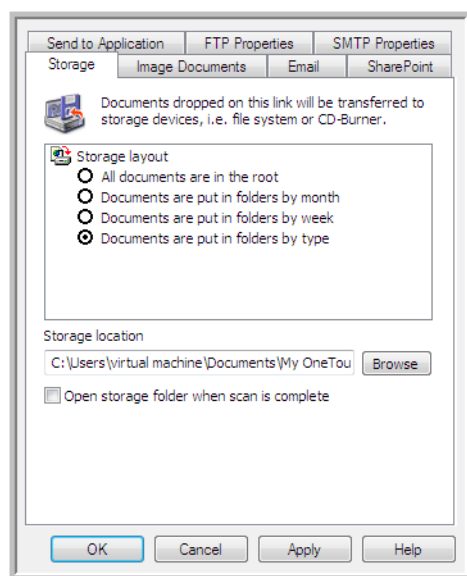


Each destination that has global properties will be represented by its configuration tab in the One Touch Link Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

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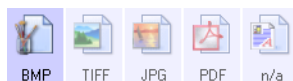
6. Select the scan configuration you want to use for scanning in the **Select configuration** list.

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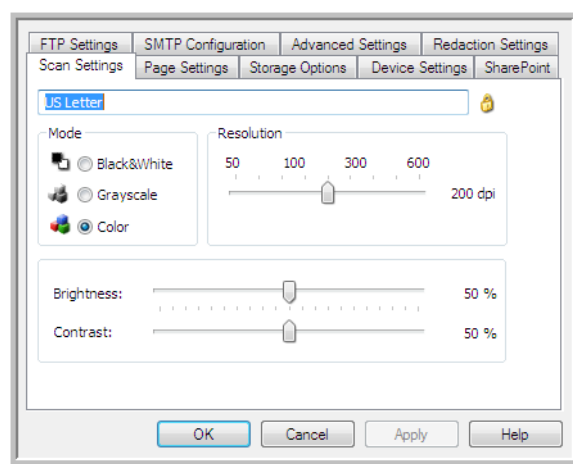


Each destination that has per-scan configuration properties will be represented by its configuration tab in the One Touch Scan Configuration Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

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.
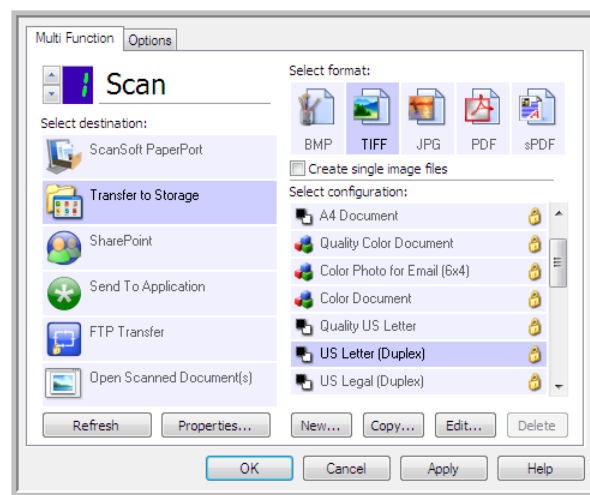


3. Click on the **Options** tab in the One Touch Properties window.

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**.
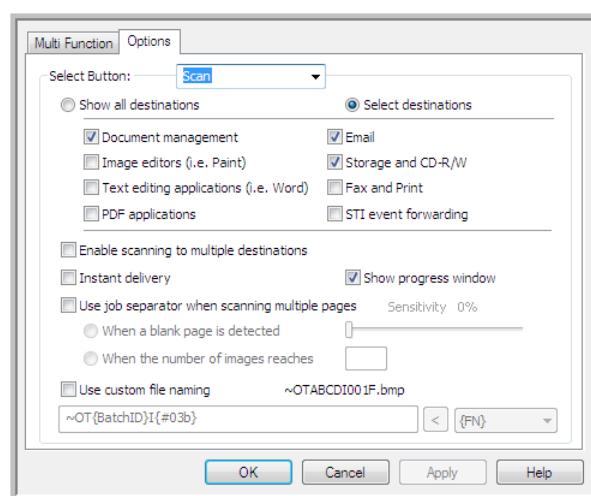


6.  Select one of the two job separation options:

    **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:
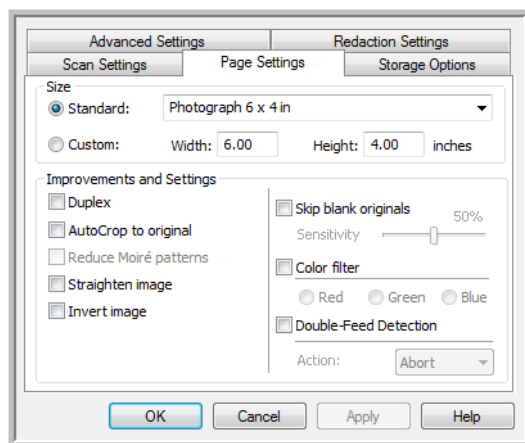


**Skip blank originals**

- 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 Word, select that application then choose a file format such as TEXT, RTF or DOC.
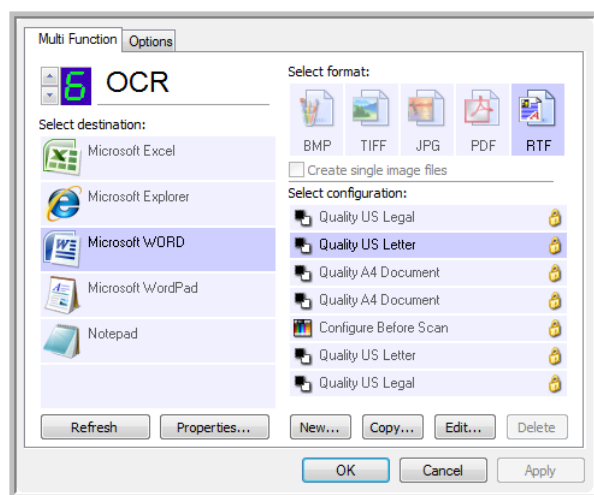


3. Click on **OK** to save the changes and close the One Touch Properties window.

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.
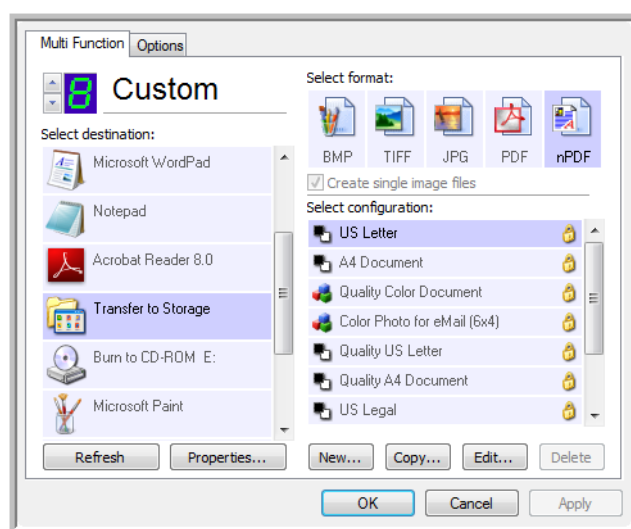


This is the text format icon.
This example of the text
format icon is sPDF.

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.
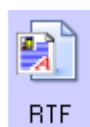


The specific text format; this example is
for Rich Text Format (.rtf).

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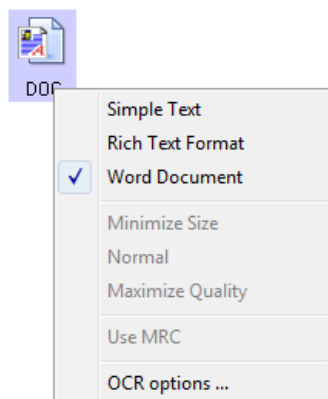
Example menu for the TEXT format when the
Destination Application is a Storage location.

DOC

| | Simple Text |
| | Rich Text Format |
| ✓ | Word Document |
| | Minimize Size |
| | Normal |
| | Maximize Quality |
| | Use MRC |
| | OCR options ... |

nPDF

| | Simple Text |
| | Rich Text Format |
| | Word Document |
| | Comma Delimited |
| | Excel Spreadsheet |
| | HTML Document |
| | Searchable PDF |
| ✓ | Normal PDF |
| | Minimize Size |
| ✓ | Normal |
| | Maximize Quality |
| | Use MRC |
| | OCR options ... |
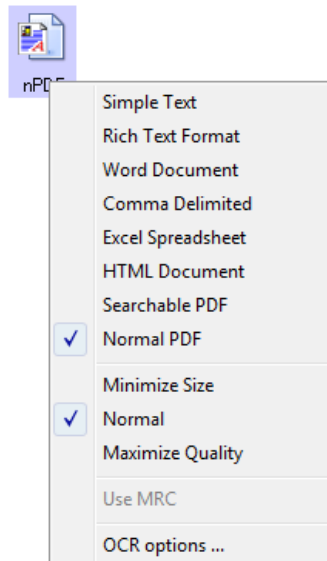
3. Choose the file type that you want for the text format.

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.
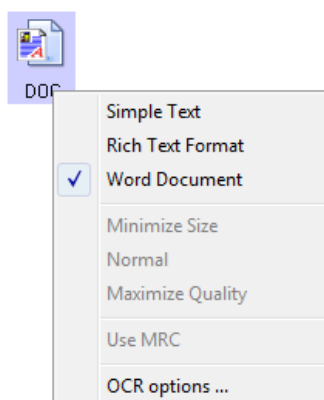


The OCR Properties window opens with the **OCR** tab selected.

# 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.
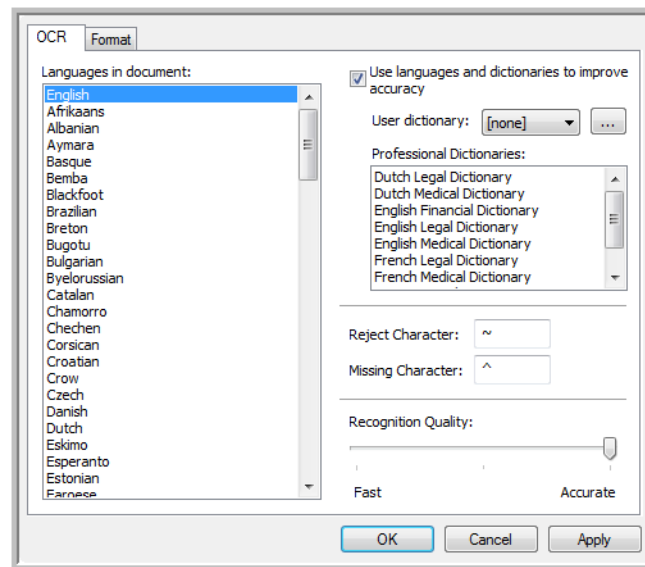


1. Choose the options you want from the OCR window.

   **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 114.

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.
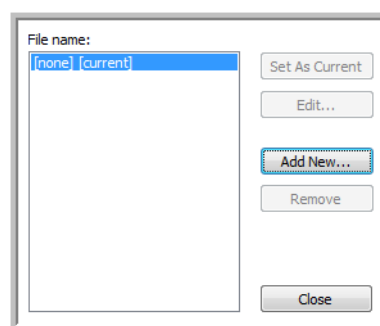
MyDictionary is an example of a user dictionary.

8. Click **Add New.**

   The Add New User Dictionary window opens.
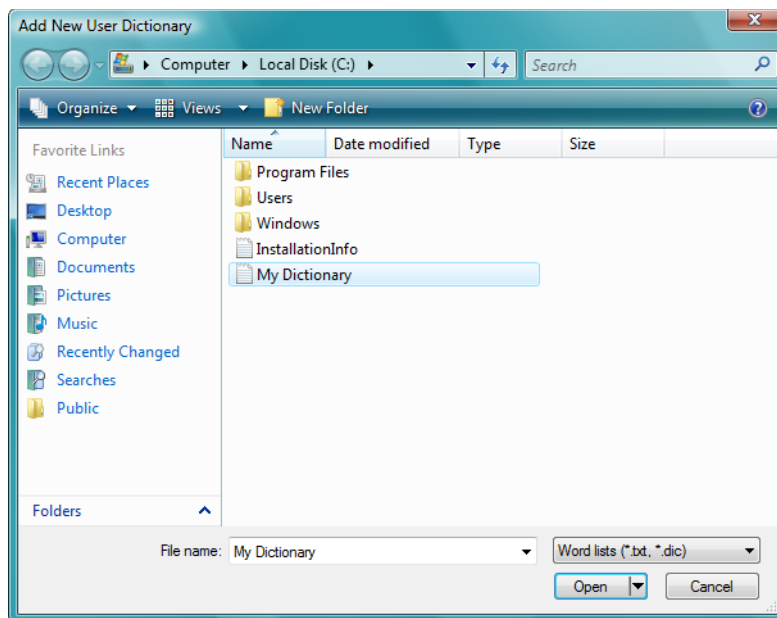


9. Click the drop-down arrow for Files of type and choose **Text Files (.txt).**
10. Select the file you just created for your user dictionary and click **Open**.

    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.
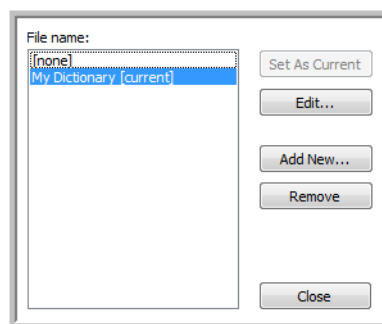


12. Select a dictionary and click **Set As Current** to set it as the current dictionary for spellchecking. The label **[current]** is added to the name.

    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.
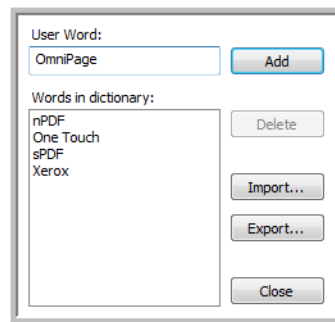


2.  To add a new word to the list, type it in the box for User Word and click **Add**. If the word includes any spaces before or after it, those spaces are removed and the word is added to the list.

    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.
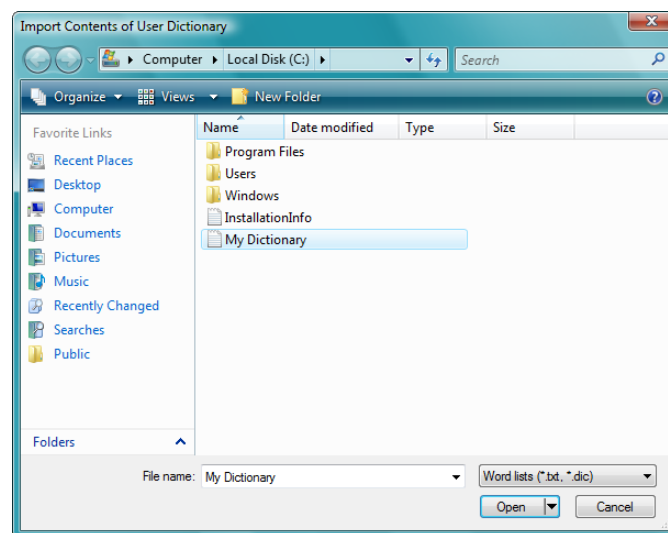


4.  Select the file that has the words you want to add to your user dictionary.

    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**.
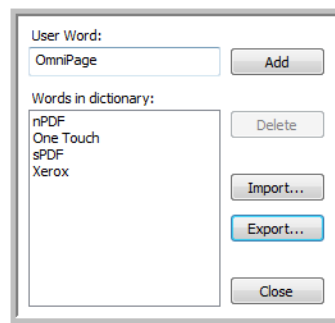


The Export User Dictionary window opens.
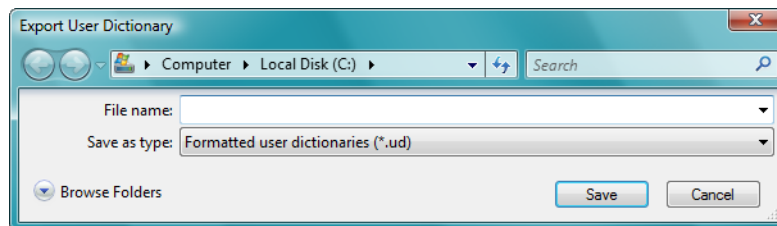


7.  Select the dictionary file to export and click **Save**.

    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 colu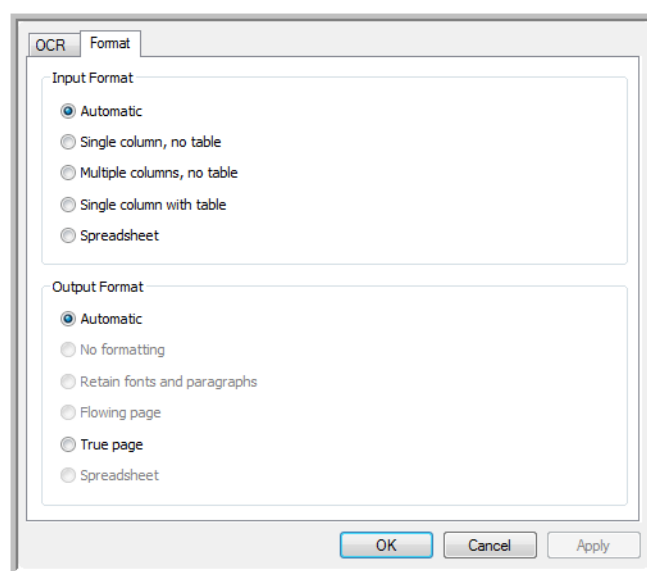mns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.

- **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.
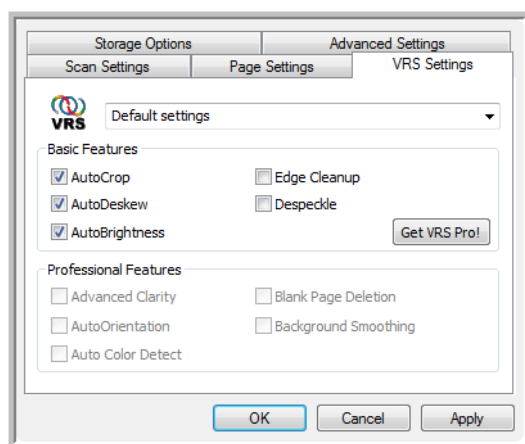


When you first install the software, the Basic Features will be available and a button, **Get VRS Pro**, will also be on the window. If you would like to purchase VRS Professional to be able to use the Professional Features of VRS, click the **Get VRS Pro** button.
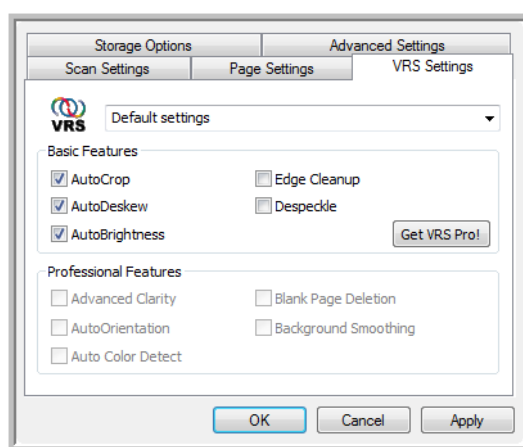
## The Kofax VRS Settings

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.
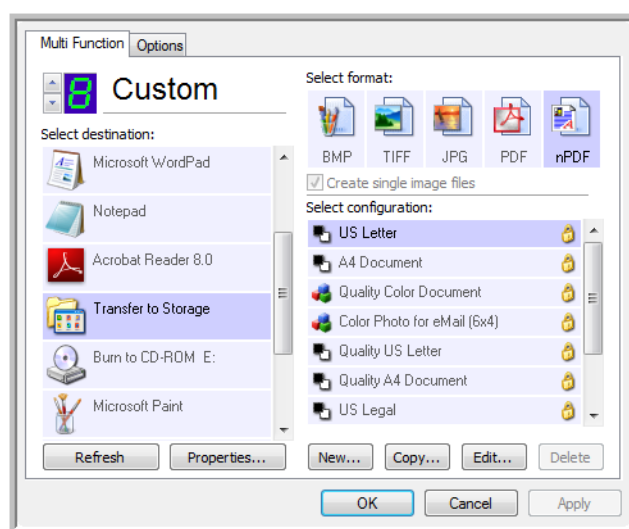


2. Click the **New** button to create a new configuration, or select one of your custom configurations you created earlier and click the **Edit** button.

3. Click the **VRS Settings** tab to see the new VRS settings.
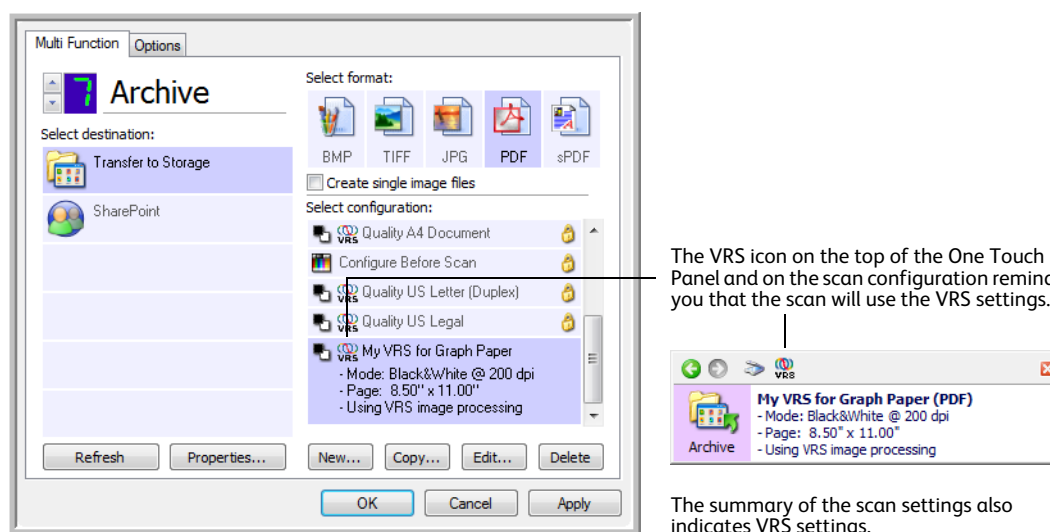


4. Choose the Kofax VRS options for the scan configuration.

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.



The VRS icon on the top of the One Touch Panel and on the scan configuration remind you that the scan will use the VRS settings.

The summary of the scan settings also indicates VRS settings.

**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.
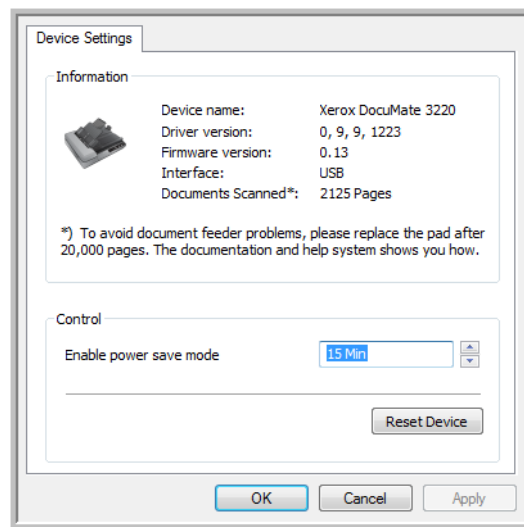
# Changing the Hardware Settings

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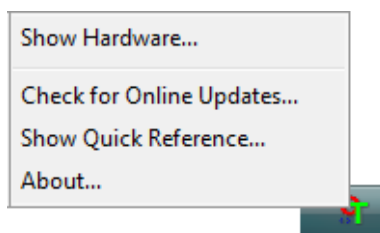


2. The Hardware Properties dialog box opens and shows information about your Xerox scanner.
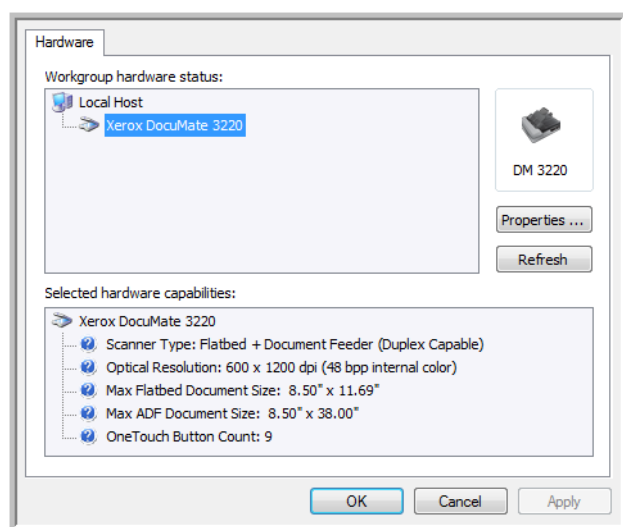
3.  Click the **Properties** button.



-   **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.
-   **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 5

This chapter includes:

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.

# 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.
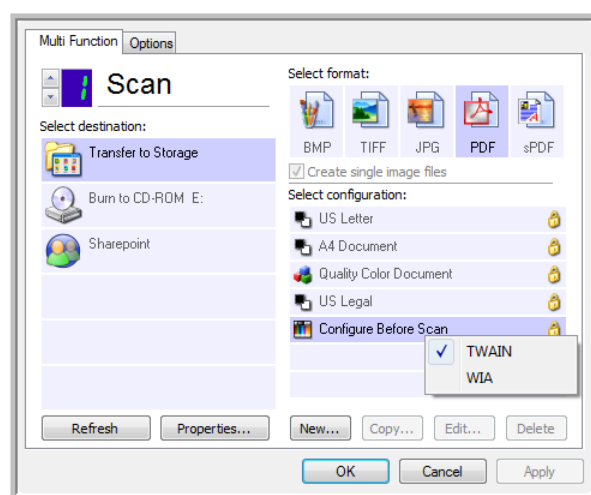


- **Nuance PaperPort**: On the Toolbar click on the Scanner icon to open the Scan Pane on the left side of the PaperPort desktop. Select your scanner in the Scan Pane then click on the "Scan" button in the Scan Pane. If you get a message that the scanner is not in the PaperPort database, follow the instruction 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.

- **Microsoft Software**: Depending on the application you can go to "Insert Picture... from Scanner or Camera", "File... Scanner or Camera", or "Insert Picture to Clip Organizer from Scanner or Camera".
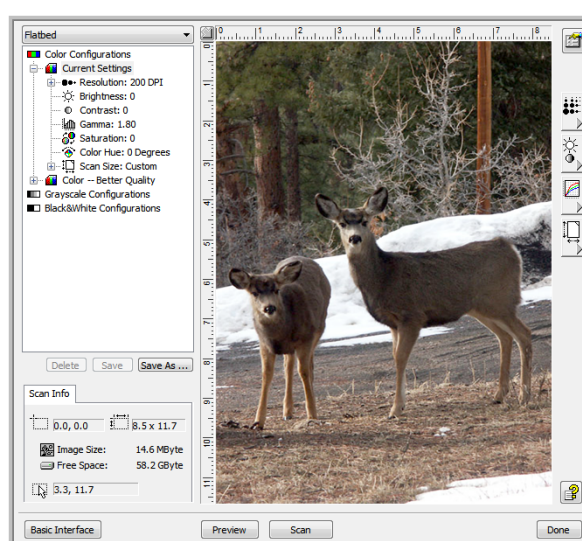
# The Two TWAIN Interface Options

When scanning with TWAIN, you have two interface options:

- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. See Scanning from the Basic Interface on page 130.

- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See Scanning from the TWAIN Advanced Interface on page 133.
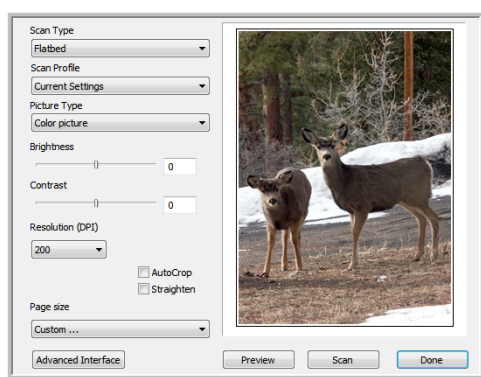


The **Basic Interface** has the settings for scanning typical documents.



The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.
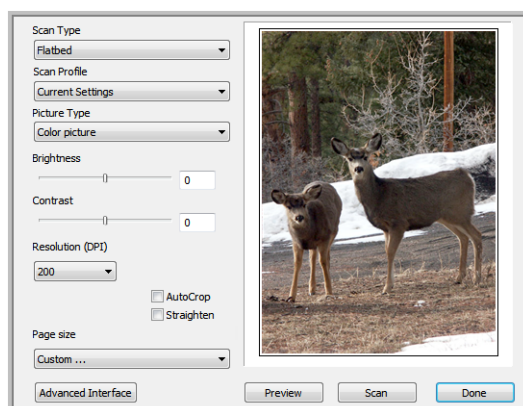
The first time you open the TWAIN interface, the Basic interface will be displayed. To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

# Scanning from the Basic Interface

Use the Basic Interface if you don't need to make many adjustments to the image before scanning.



**To scan from the Basic Interface:**

1. From the **Scan Type** menu, choose an option to scan:
   - **Flatbed**—Scans the document on the Flatbed.
   - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder. This option will be available only if your scanner hardware supports this feature.
   - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.

2. Click the drop arrow and select a **Scan Profile** from the list. A profile contains all features in the TWAIN interface, including color mode, resolution, paper size, and so on.

   Refer to Creating a New Advanced Interface Profile on page 135 for instructions on creating and modifying scan profiles.

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.

**To adjust a setting:**

1. From the **Scan Type** menu, choose an option to scan.

2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.

3. Choose a resolution from the **Resolution (DPI)** menu.

   Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. If you are scanning photographs to make copies, 200 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.

4. Choose a page size from the **Page Size** menu.

5. Click the **Preview** button.

    If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

6. The scanner scans the item and displays a preview image.

7. You can now use the options in the Basic Interface to adjust the image.

8. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example from color to grayscale.

9. When you are satisfied with the preview image click **Scan**.

10. When you're finished scanning items, click **Done** to close the Basic Interface.

11. The scanned images are now in the TWAIN application.

**Paper Handling Options in the Basic Interface:**

- **AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5"x 7" photo, the scanner will determine the size of the photo.

    For single-sided scans, the scan area is the size of the image. For double-sided scans, the scan area is the size of the larger of the two areas on the front and back of the page.

- **Straighten**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, 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.

## Scanning Part of an Image

To scan part of an image, you draw a box around the part you want. The scanner then only scans that portion of the image and places it in the scanning application.

1. Lift the scanner lid and place an item *face down* on the scanner glass.

2. Close the lid then click **Preview** in the TWAIN interface.

3. The scanner scans and displays an image in the preview window.

4. Put the pointer on the image and drag a box around the section of the image that you want to scan. A dotted outline shows the selected area in the image.
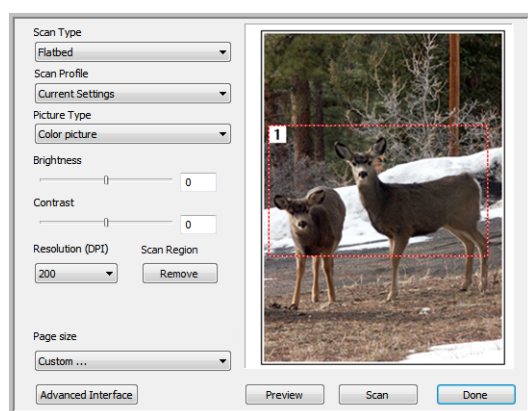


The selected scan area.

This is the image that is saved in the TWAIN application you are using.

5.  You can now move or resize the outline to select the specific area you want to scan.
    - To move the dotted outline, put the pointer in the selected area and drag the mouse.
    - To resize the area, put the pointer on a dotted line and drag.
    - If you want to remove the selected area and start over, click **Remove**.
6.  Click **Scan** when you're ready to scan the portion of the image.
7.  Click **Done** in the TWAIN interface.

# Scanning from the TWAIN Advanced Interface

The Advanced Interface has more options for image enhancements and paper handling than the Basic Interface.

1. Open the TWAIN Interface.
2. If the Basic Interface opens, click the **Advanced Interface** button.

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the "+" sign in front of Custom shows Custom's scan settings.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

If you don't need all the features of the Advanced Interface, click Basic Interface to return to it.
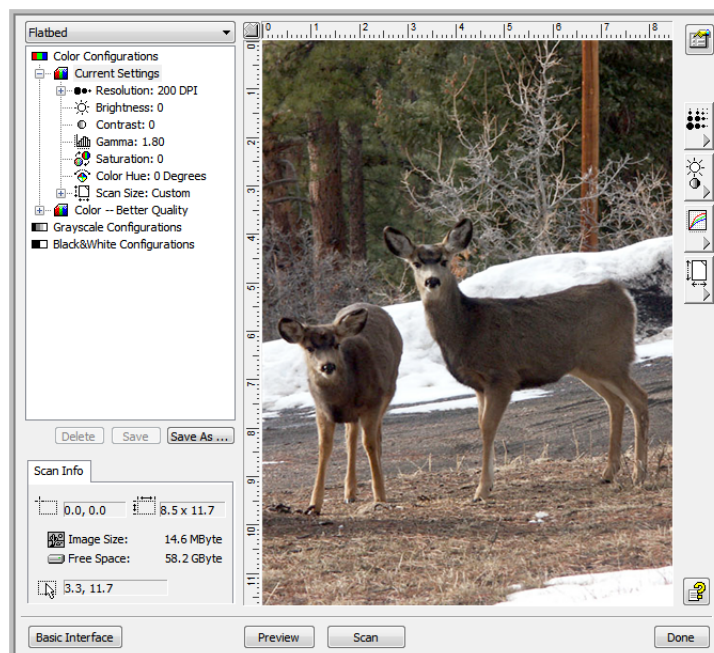


Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Click Done to close the Advanced Interface.

3. From the Scan Type menu, choose an option to scan:

   

   - **Flatbed**—Scans the document on the Flatbed.
   - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder. This option will be available only if your scanner hardware supports this feature.
   - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
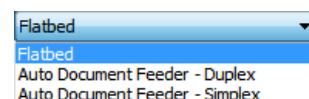
4. Click one of the icons to select a configuration.

   The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

   - **Color** scans the image in full color. Use this setting to scan color photographs and other color images.

   - **Grayscale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into grey shades.

   - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material.

5. Click the **Preview** button.

   If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

6. Review the image to determine if adjustments are needed.

7. To adjust a setting, click the setting in the list on the left below the selected configuration.

   A panel opens on the right side of the Advanced Interface for the selected setting. The next section provides details about the options found in these side panels.

8. When you're satisfied with the image, click the **Scan** button.

9. When you're finished scanning items, click **Done** to close the Advanced Interface.

10. The scanned images will appear in PaperPort, or other TWAIN application you're using.
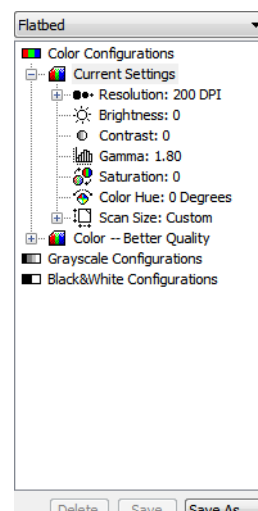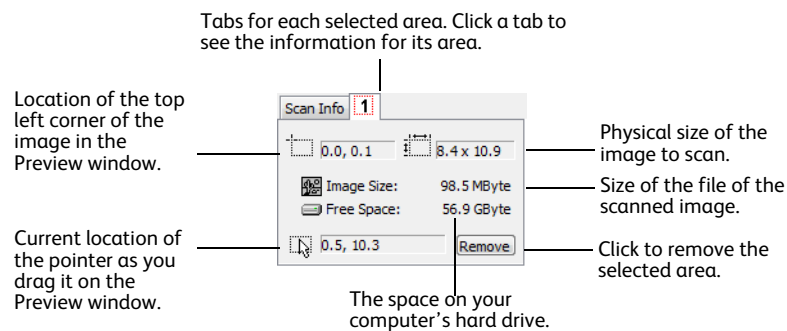
## The Ruler Units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

## The Scan Info Box

The following figure shows the information on the Scan Info box.

Tabs for each selected area. Click a tab to see the information for its area.

Location of the top left corner of the image in the Preview window.

Physical size of the image to scan.

Size of the file of the scanned image.

Current location of the pointer as you drag it on the Preview window.

Click to remove the selected area.

The space on your computer's hard drive.

## Creating a New Advanced Interface Profile

You cannot change the settings of the preset profiles in the Advanced Interface. However, you can create new profiles and save them for future use.

**To create a new profile:**

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

   The Save Profile dialog box opens.
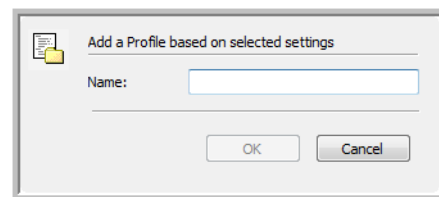
3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

   Your new profile is added to the configuration list.

**To change or delete a profile you created:**

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

# Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

**To adjust a setting:**

1. On the left side of the Advanced Interface, select a configuration.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.
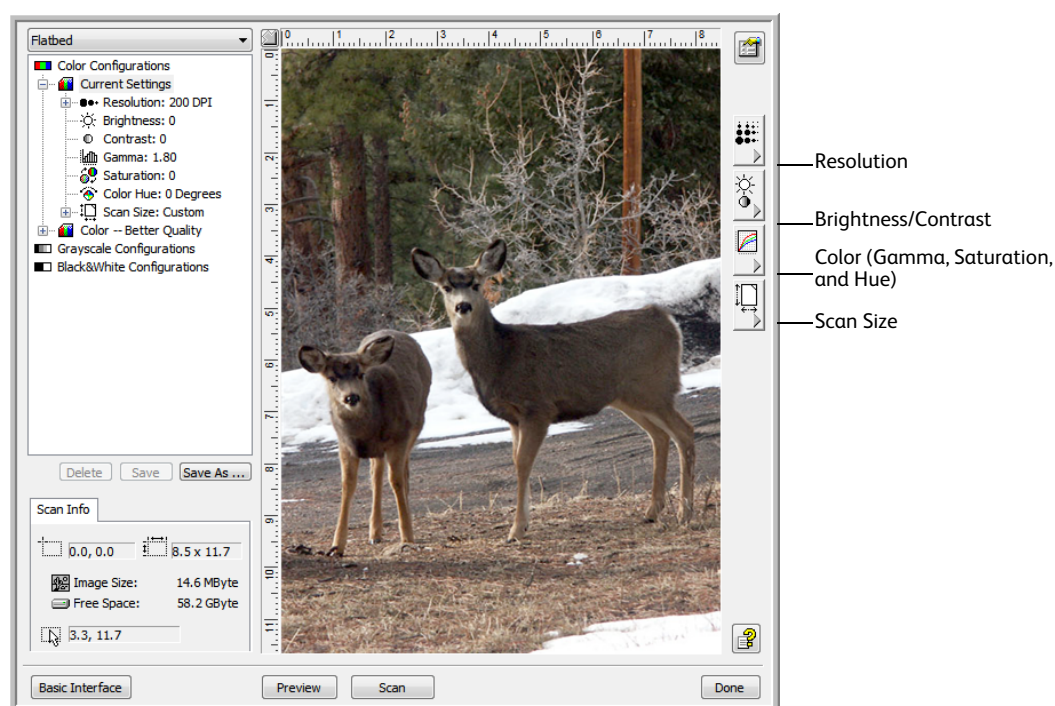


**NOTE:** The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

# Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. If you are scanning photographs to make copies, 200 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.
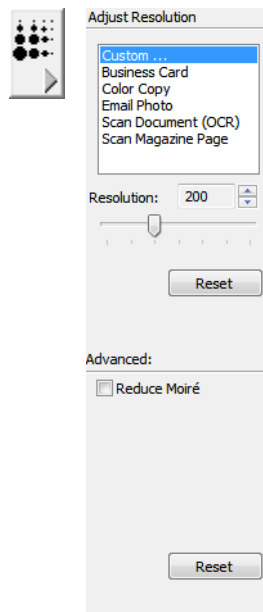


**To adjust the resolution:**

- To use one of the preset resolutions for typically scanned items, click one of the options in the list.
- To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

  You can also click the up and down arrows to increase or decrease the setting.
- Click **Reset** to return the resolution to its original setting.

**Some resolution settings for typically scanned items are:**
- Business Card or other items with small print - 300 dpi.
- Color Page with graphics or color photographs - 200 dpi.
- Email photographs - 100 dpi.
- Text Document (for OCR) forms, letters, memos, or spreadsheets- 300 dpi.
- Magazine Page with graphics, line art, or color photographs - 200 dpi.

**Advanced:**

The resolution panel also includes an advanced setting for Moiré patterns. Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moiré patterns, select the **Reduce Moiré** option. This option is not available for high resolution settings.

## Adjusting the Brightness and Contrast

Increasing the **Brightness** level makes the image lighter and decreasing the brightness level makes the image darker.

Increasing the **Contrast** emphasizes the difference between the lighter and darker regions in an image. Decreasing the contrast de-emphasizes the difference between the lighter and darker regions. Contrast is used in conjunction with Brightness. Contrast settings are only available for Color and Grayscale configurations.



**To adjust the brightness and contrast:**

- Move the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
- Move the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.
- You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.
- Click **Reset** to return the settings to their original numbers.

# Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones.
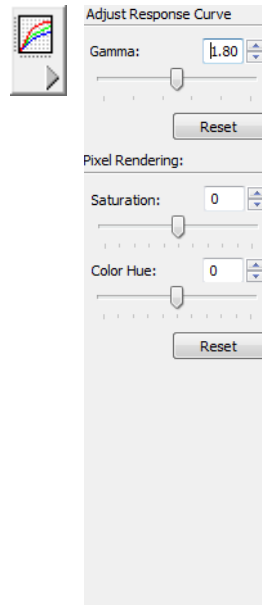


**To adjust the color settings:**

- Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings. You can also type a number directly in the settings box for each option, or click the up or down arrows next to the settings boxes.

  You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

  **Gamma**—is the tone curve and the starting point for image enhancement. As you raise or lower the Gamma value, the values at which Color Saturation, Color 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.

  **Saturation**—the strength or purity of a color. Adjusting the saturation will affect how "gray" the tones of the color are without changing the overall brightness of the image.

  **Color Hue**—the color your eyes see as reflected from the image. It is color in the purest state without black or white. Adjusting the color hue changes the colors without affecting the darkness or lightness of the colors.

- Click **Reset** to return the settings to their original numbers.

The Saturation and Color Hue options do not apply to Grayscale scanning and are disabled when the Grayscale scanning option is selected.

These options do not apply to Black & White scanning and are disabled when the Black & White scanning option is selected.

## Adjusting Input Size

You can select one of the pre-defined input page size options in the list, or manually set the page size by clicking and dragging a scan area in the preview window.

The following figure shows the input size options.
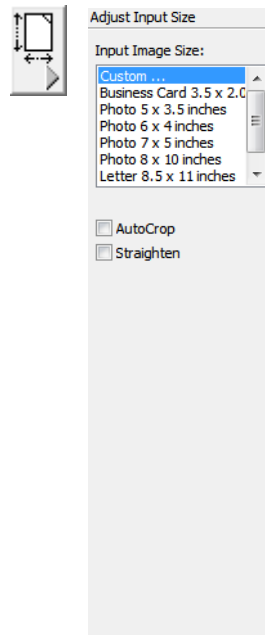


**Paper Handling Options in the Advanced Interface:**

- **AutoCrop**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5"x 7" photo, the scanner will determine the size of the photo.

  For single-sided scans, the scan area is the size of the image. For double-sided scans, the scan area is the size of the larger of the two areas on the front and back of the page.

- **Straighten**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, 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.

# Manually set the image size

1.  Place an item on the scanner glass and click **Preview** in the TWAIN interface.

2.  In the previewed image, click and drag a box around the area you want to scan.

3.  The dotted outline shows the selected area in the image.

4.  You can now move or resize the outline to select the specific area you want to scan.

    To move the dotted outline, put the pointer in the selected area, then click and drag the mouse.

    To resize the selected area, put the pointer on a dotted line, then click and drag the mouse.

5.  If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

6.  When the settings are what you want, click **Scan**.

    This example shows a manually selected area.
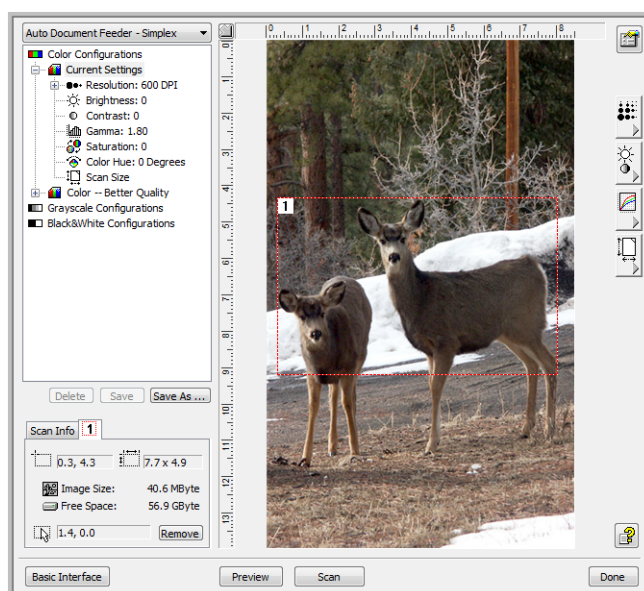


This is the image that appears on the PaperPort desktop when scanning is finished.

The Scan Info box shows the size and position of the area.

# Scanning from WIA

# 6

This chapter includes:

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**.
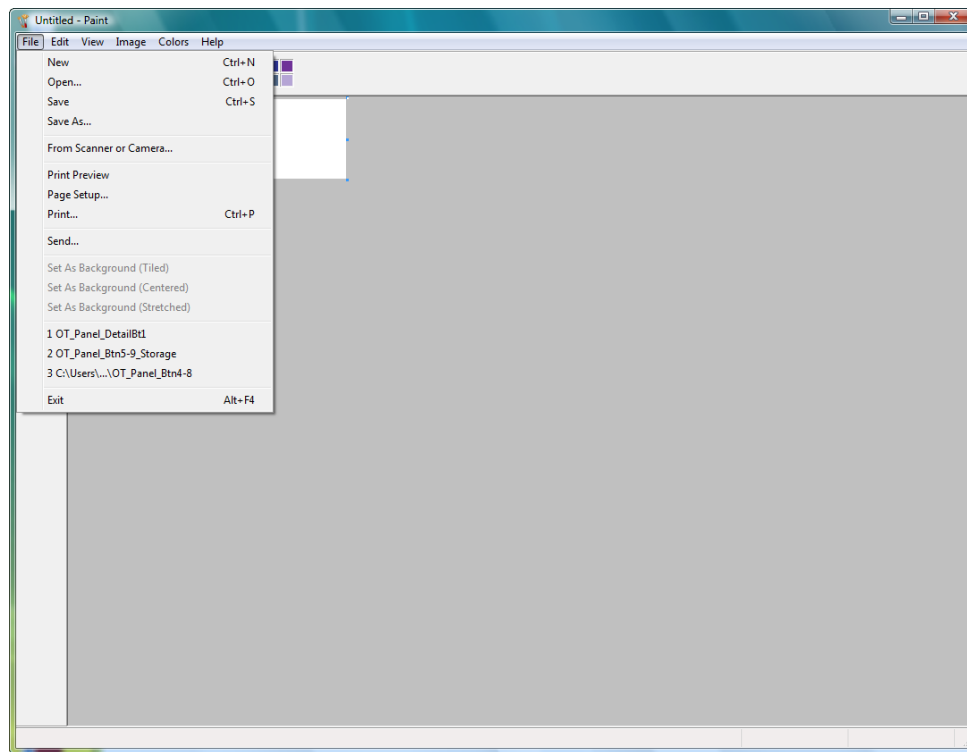


3.  The scan window opens. Use this window to select scanning options and start the scan process.
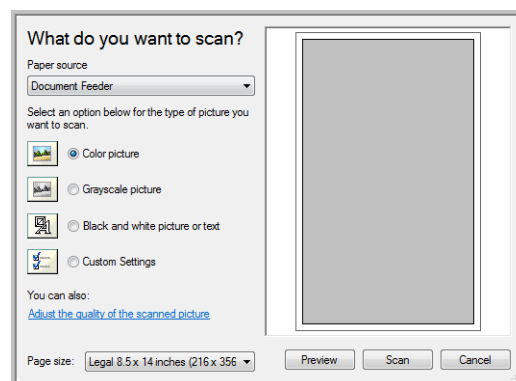


4.  Click on the color mode appropriate for the item you are scanning.
5.  Place a document in the scanner.

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).
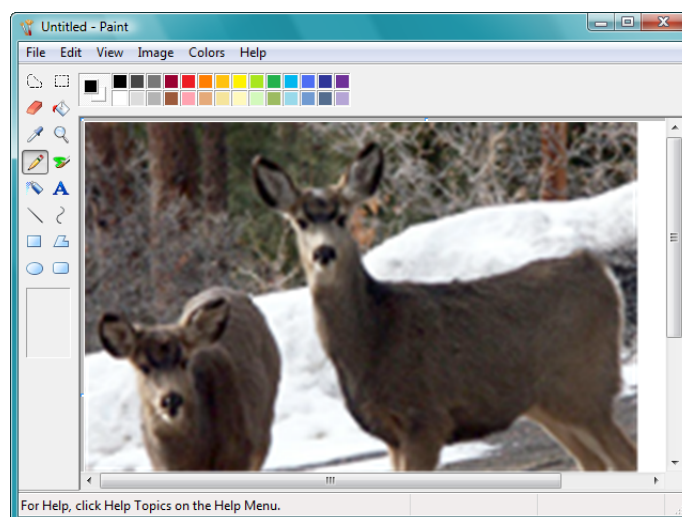
# Fine Tuning Your Scans

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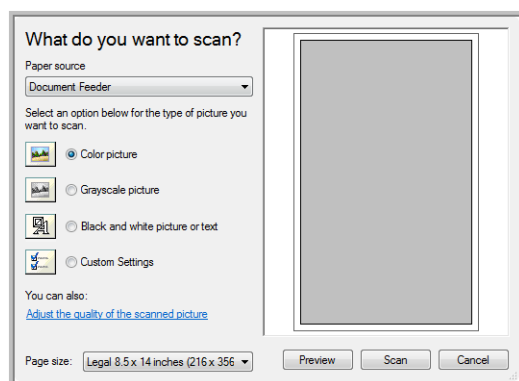


1. On the scan window, click **Adjust the quality of the scanned picture**.
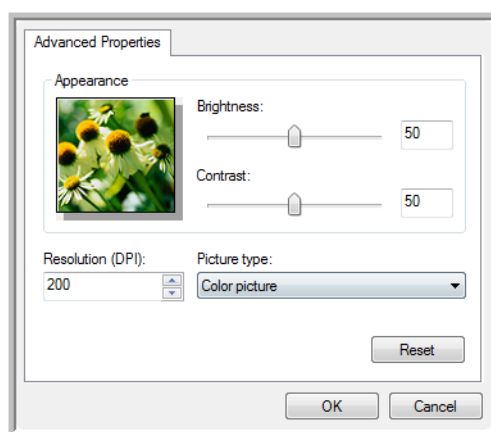


2. Select the options for scanning.

   **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.

# Maintenance 7

This chapter includes:

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.
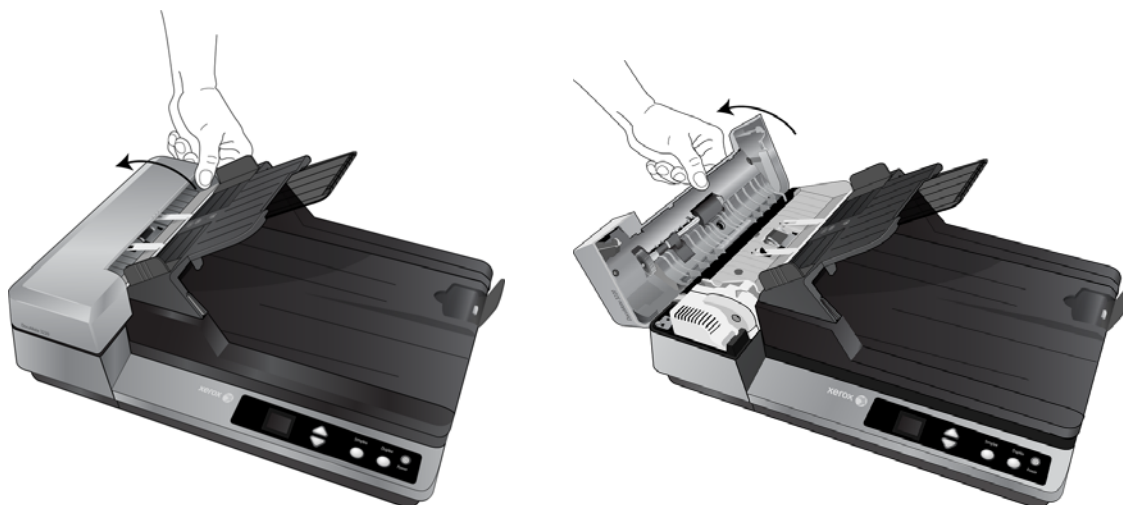
**Do Not Do These**

- 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 dialog box opens after a few moments.

1. Pull on the ADF cover to open the scanner.

2. Lift up the duplex lamp module to access the underside of the ADF.

Pull up on this tab to lift the duplex lamp module

3. Remove the jammed page from the scanner.



4. Gently lower the duplex lamp module back into the scanner.
5. Close the ADF cover. Carefully press down on the ADF cover until it locks in place with a "click".

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

# Cleaning the Scanner

Regular maintenance of your scanner can help to ensure continual optimal performance.

Using a soft, lint-free cloth, wipe down all plastic surfaces on the scanner.

## Cleaning the Automatic Document Feeder

You may need to clean the ADF feed mechanism if documents do not feed easily into the ADF, or several feed in at the same time.

**To clean the ADF:**
1. Wet a soft cloth with some Isopropyl alcohol (rubbing alcohol).
2. Pull on the ADF cover to open the scanner.
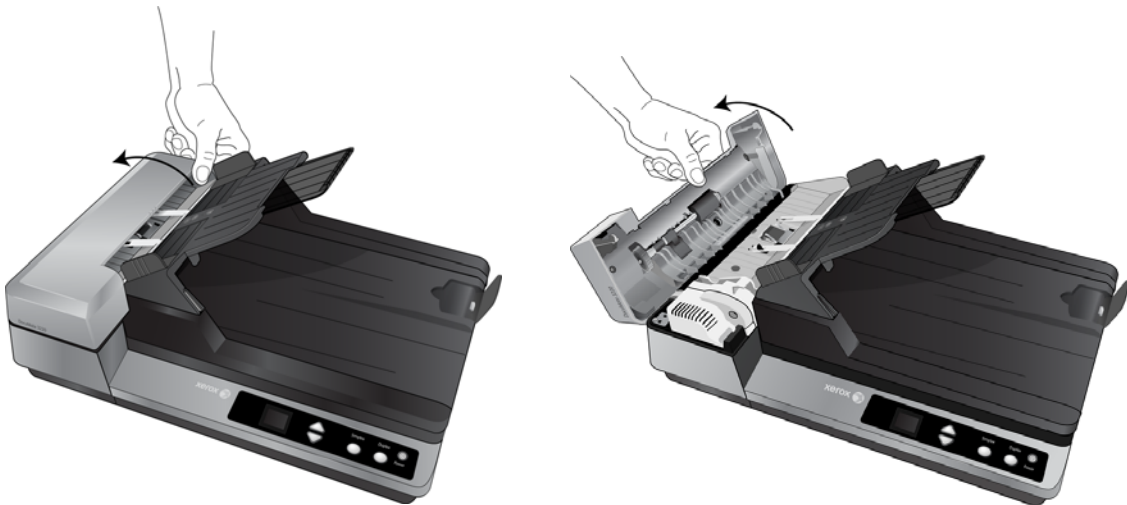


3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.
   The feed roller is located in the underside of the ADF door.

**NOTE:** Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.
   The ADF pad is located on the top of the duplex lamp module.

5.  Lift up the duplex lamp module to access the underside of the ADF.

Pull up on this tab to lift the
duplex lamp module

6.  Wipe clean the glass strip on the underside of the duplex lamp module.
7.  Wipe clean the glass strip in the body of the scanner.

Glass strips
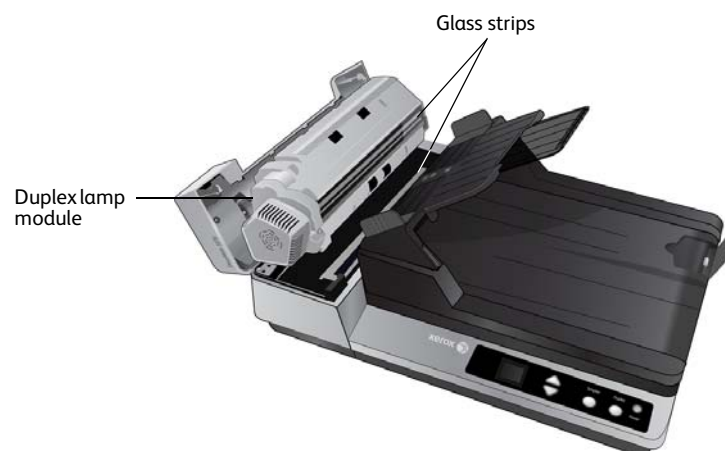
Duplex lamp
module

8.  Gently lower the duplex lamp module back into the scanner.
9.  Close the ADF cover. Carefully press down on the ADF cover until it locks in place with a "click".

## Cleaning the Scanner Glass

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

If any residue remains after wiping the glass with a dry cloth, try adding a few drops of Isopropyl alcohol (rubbing alcohol) to the cloth and wipe off the residue.

# Replacing the ADF Pad Assembly

The ADF pad may 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 out.

You received a replacement pad in the original scanner box, and you can also order a new one. See the Xerox DocuMate 3220 Parts List on page 163 for ordering information.

1. Open the ADF cover. The ADF pad is located on the top of the duplex lamp module.



ADF Pad
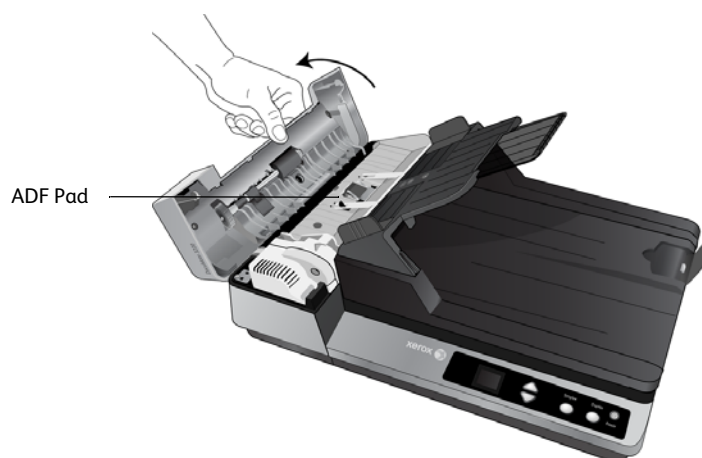
2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.
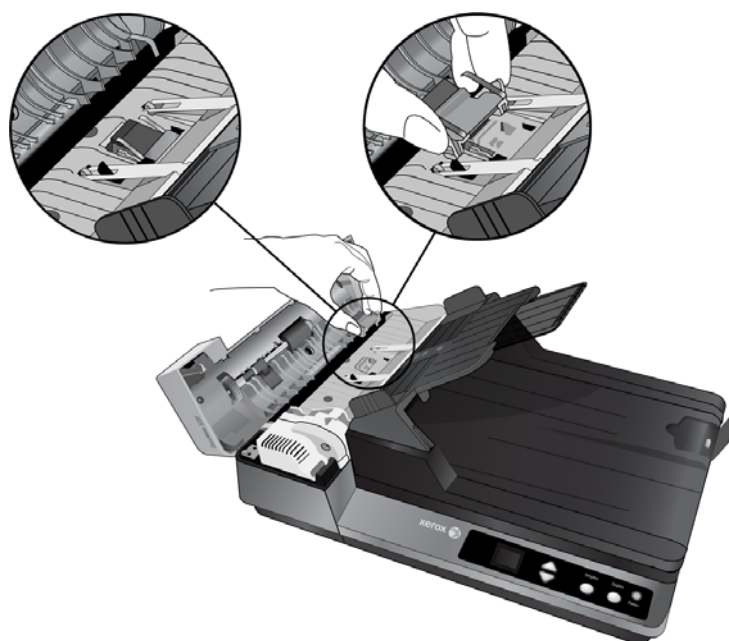


3. Reverse the procedure to replace the new pad into its slots.

# 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. Pull on the ADF cover to open the scanner.
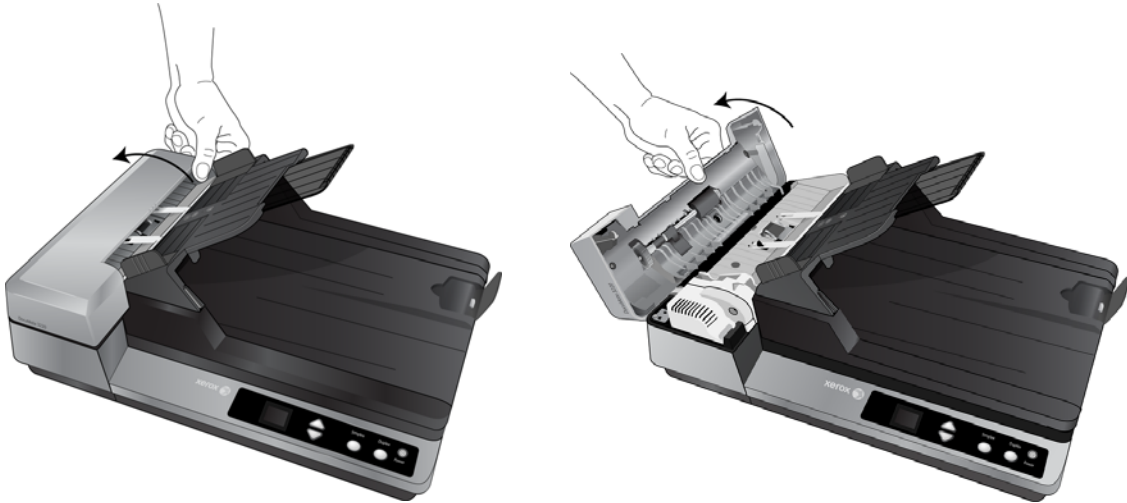
2. The roller assembly fits in a channel in the ADF cover.

3. 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.
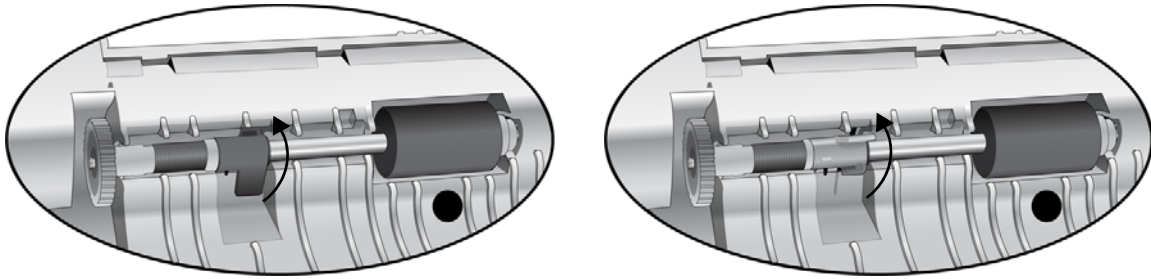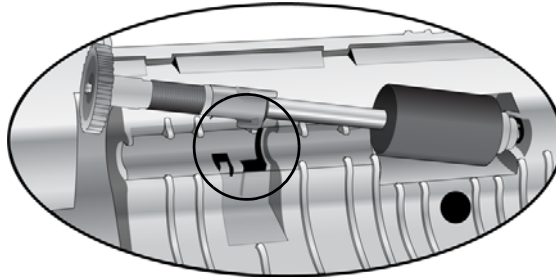


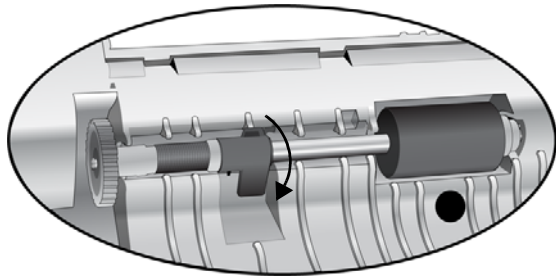4. Remove the roller from the scanner and discard it, it cannot be repaired.
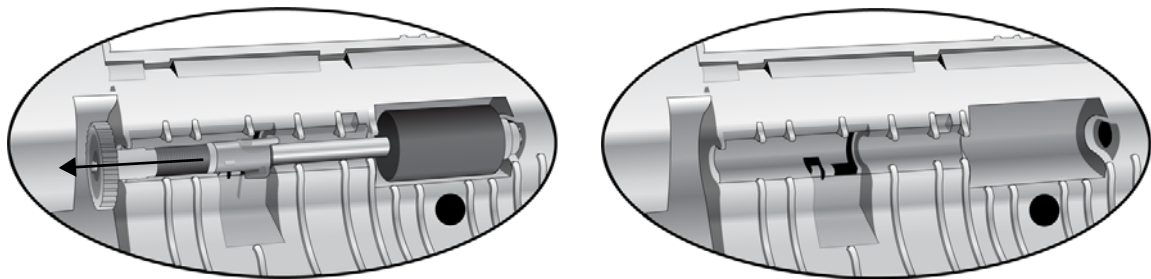


5. Before installing the new roller, clean any dust that may have gotten on it during shipping.

6. Insert the right end of the roller into its housing socket in the scanner.

7. Align the lock tab with the slot in the scanner.

8. Rotate the lock flange up to lock the roller in place.

9. 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. Close the ADF cover. Carefully press down on the ADF cover until it locks in place with a "click".

# Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation DVD. The Readme file contains additional information that may help you diagnose problems with the scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

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

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all 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.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you select another TWAIN source for acquiring images?** If you use multiple TWAIN devices with your computer, you may have selected another source for images. Start the PaperPort software and make sure **TWAIN:Xerox DocuMate 3220** is selected as your scanner.

**Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations.**

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad." This allows you to recover the file later. To recover the file, import it into PaperPort by using the Import command in the File menu.

**Problem: The installation will not complete successfully.**

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your Xerox DocuMate 3220 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. After uninstalling the other scanner's driver programs, uninstall One Touch using the steps on page 161 then install One Touch following the instructions in the Installation chapter.

**Problem: Paper is jamming constantly in 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 also cause issues feeding paper. See Cleaning the Automatic Document Feeder on page 151 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 Automatic Document Feeder on page 151. If that doesn't solve the problem, the pad assembly may need to be replaced. See Replacing the ADF Pad Assembly  on page 154 for the steps to replace the pad.

**Problem: The paper jams about halfway through the scan.**

Check the Flatbed glass to make sure no items are on it when you scan from the ADF. Multiple items placed on the Flatbed glass will raise the lid slightly, thus preventing the pages feeding through the ADF from touching the glass. When that occurs, the pages are unable to feed back out of the ADF and the pages can jam.

**Problem: The scans from the ADF 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 on the Flatbed glass instead.

**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.

## 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

- **Blinking blue:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady blue:** indicates the scanner is ready to scan.
- **Steady red**: the scanner is busy scanning or it is not connected to the computer.

### 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 or USB port.

| Error Code | Problem Description | Solution |
|---|---|---|
| 4 | Paper jam. | See Clearing Paper Jams on page 149. |
| 5 | Multiple Feed. | Multiple pages have fed through the scanner at one time. Open the ADF door and remove the pages from the scanner. Make sure the pages are not stuck or taped together before loading them in the ADF. |
| 6 | ADF Cover Open. | The ADF door is not fully closed. Press gently on the ADF door until you hear it click closed. |
| 1 or 7 | The lamp in the scanner body has malfunctioned. | This usually occurs after a paper jam. 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. |
| 2 or 8 | The lamp in the duplex module has malfunctioned. | This usually occurs after a paper jam. 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. |
| 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 3220 scanner, remove the scanner software, PaperPort, or any other scanning software provided with the scanner.

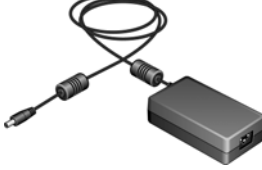**Uninstalling the Scanner and One Touch Software**

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 3220 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 3220 Scanner Specifications

| | |
|---|---|
| **Scanning resolution** | 600 dpi |
| **Bit depth** | 24-bit color, 8-bit grayscale, 1-bit line art/text |
| **Scan method** | Duplex Automatic Document Feeder<br>Simplex single-pass flatbed |
| **Light source** | Dual 3-color RGB LED lamps |
| **Image sensor** | Dual Contact Image Sensor |
| **Maximum flatbed item size** | 8.5 x 11.69 inches (216 x 297 mm) |
| **ADF specifications** | |
| Maximum item size | 8.5 x 38 inches (216 x 965 mm) |
| Minimum item size | 3.5 x 3.5 inches (89 x 89 mm) |
| Scanning Speed | Up to 20 pages per minute @ 200 dpi B&W (U.S. Letter size)<br>Up to 30 images per minute @ 200 dpi B&W (U.S. Letter size) |
| Capacity | 50 sheets (20 lb paper) (75 g/m$^2$) |
| Paper Thickness | 60–105 g/m$^2$ (16~28 lbs) |
| **Interface** | USB 2.0 High Speed; compatible with USB 1.1 |
| **Scanner dimensions** | |
| Height | 5.43 inches (138 mm) |
| Width | 12.7 inches (323 mm) |
| Length | 17.8 inches (452 mm) |
| **Weight** | 9.04 lbs (4.1 kg) |
| **Operating temperature** | 50˚–95˚ F (10˚–35˚ C without condensation) |
| **Relative humidity** | 20 %–80 % (@35˚ C without condensation) |
| **Power adaptor** | DC Jack, 3P, 100~240Vac, 24Vdc, 1A, 24W, Class 1, Two Cores, HiTron (HEG42-240100-7L) *or* APD (DA-24C24), ENERGY STAR and RoHS compliant |
| **Power consumption** | ≤ 30 Watts (during operation)<br>≤ 7.5 Watts (on standby)<br>≤ 6 Watts (power save after 15 minutes without scanning, can be adjusted by software)<br>≤ 1 Watt (power off) |
| **Power cord** | **US**, 3P, 10A/125V, L=1800mm, 3C*18AWG, BLACK, PH8B2EDJF0A-05B, RoHS<br>**EUR(CEE)**, 2P+G. BASE, 16A/250V, L=1800mm, 3C*0.75mm2, BLACK, PG8B9CIJG0A-05B, RoHS<br>**UK(BS/PSB)**, 3P, 3A/250V, L=1800mm, 3C*0.75mm2, BLACK, PG8B9X3JG0A-05B, RoHS |
| **USB cable** | 1850 mm, 28AWG, with core, RoHS compliant |
| **Safety and agency certifications** | UL, C-UL, TUV/GS, FCC Class B, CE, WEEE, RoHS, ENERGY STAR |
| **Supported Operating Systems** | Microsoft Windows<br>- 32-bit XP (Service Pack 2 or 3)<br>- 32-bit or 64-bit Vista (with or without Service Pack 1)<br>- 32-bit or 64-bit 7 |
| **Scanner Drivers** | TWAIN, WIA |
| **Bundled Software** | Visioneer One Touch<br>Nuance PaperPort®<br>Nuance OmniPage®<br>Adobe® Reader®<br>Kofax Virtual ReScan® (VRS™) Module |

# Xerox DocuMate 3220 Parts List

Please use the following part names and numbers when ordering replacements for your Xerox DocuMate 3220 scanner.

| Part Name | Part Number | |
|-----------|-------------|---|
| Roller | 57-0133-000 | |
| ADF Pad | 57-0103-000 | |
| USB Cable | 35-0229-000 | |
| AC Power Cord | 35-0226-000 (US)<br>35-0227-000 (EUR)<br>35-0228-000 (UK) | |
| Power Supply | 37-0088-000<br>or<br>37-0093-000 | |

# Appendix A

This chapter includes:

# 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.

# EMC

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.

# 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

1. 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.
2. **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.
3. 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)<br>CSA 22.2 No. 60950-1 (Canada) |
| TUV | IEC 60950-1 |

# Regulatory Information

## Certifications in Europe

**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

# Compliance Information

## 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.

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

**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 3220 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.

# Illegal Copies

## USA

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.

# EH&S Contact Information

**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

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