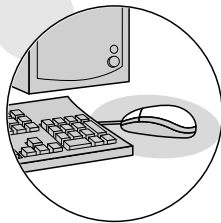
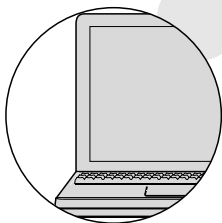
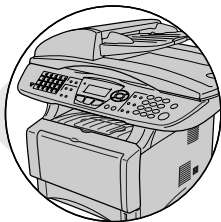
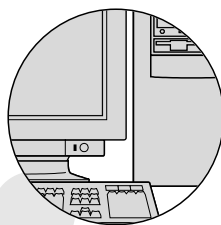
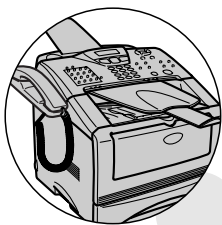


# SOFTWARE USER'S GUIDE



fx2100  
mx2100  
sx2100

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 imagistics

# Table of Contents

## 1

<b>Using the machine as a printer .....</b>	<b>1-1</b>
Using the Imagistics printer driver .....	1-1
How to print your document.....	1-2
Simultaneous printing and faxing .....	1-3
Two-sided printing (Duplex Printing) .....	1-3
Automatic Duplex Printing (For fx2100 and mx2100 only).....	1-3
Manual Duplex Printing .....	1-4
Face-down output tray.....	1-5
Printing on plain paper.....	1-5
The manual feed tray (For sx2100) .....	1-5
The MP tray (For fx2100 and mx2100) .....	1-6
Printing on thicker paper and card stock .....	1-8
The manual feed tray (For sx2100) .....	1-8
The multi-purpose tray (MP tray) (For fx2100 and mx2100) .....	1-10
Printing on envelopes .....	1-12
Printer operation keys.....	1-17
Job Cancel.....	1-17
Secure key.....	1-17
Setting the Emulation Selection.....	1-18
Printing the Internal Font List.....	1-19
Printing the Print Configuration List.....	1-19
Restoring factory default settings .....	1-19

## 2

<b>Printer driver settings .....</b>	<b>2-1</b>
Printer driver settings.....	2-1
How to access the printer driver settings.....	2-1
Features in the Native Driver .....	2-2
Basic tab.....	2-2
Paper Size .....	2-3
Multiple Page.....	2-3
Orientation .....	2-3
Copies .....	2-4
Media Type.....	2-4
Advanced tab.....	2-5
Print Quality .....	2-5
Duplex .....	2-6
Watermark.....	2-8
Page Setting .....	2-10
Device Options .....	2-11

Secure Print.....	2-11
Accessories tab .....	2-14
Features in the BR-Script (Post Script® 3™ language emulation) printer driver (For Windows®).....	2-16
Ports tab .....	2-17
Device Settings tab.....	2-18
Layout tab .....	2-19
Booklet (For Windows® 2000/XP) (For fx2100 and mx2100 only) .....	2-19
Paper/Quality tab.....	2-20
Advanced Options .....	2-21

### 3

<b>How to scan using Windows® .....</b>	<b>3-1</b>
Scanning a document .....	3-1
TWAIN compliant.....	3-1
How to access the Scanner .....	3-2
Scanning a document into the PC .....	3-3
Scanning a whole page .....	3-3
Pre-Scanning to crop a portion you want to scan...	3-4
Settings in the Scanner window.....	3-6
Image Type.....	3-6
Resolution.....	3-6
Scan Type .....	3-7
Brightness.....	3-7
Contrast .....	3-7
Document Size .....	3-8
Scanning a document (For Windows® XP only) .....	3-10
WIA compliant.....	3-10
How to access the scanner.....	3-10
Scanning a document into the PC (For fx2100 or mx2100).....	3-11
Scanning a document using the ADF .....	3-11
Pre-Scanning to crop a portion you want to scan using the scanner glass.....	3-13
Scanning a document into the PC (For sx2100).....	3-15
Scanner Utility .....	3-17
Using the scan key (For USB or Parallel interface cable users).....	3-18
Scan to E-mail .....	3-19
Scan to Image .....	3-19
Scan to OCR.....	3-20
Scan to File.....	3-20

Using ScanSoft® PaperPort® and OmniPage® OCR .....	3-21
Viewing items .....	3-22
Organizing your items in folders .....	3-23
Quick links to other applications .....	3-23
ScanSoft® OmniPage® OCR lets you convert image text into text you can edit .....	3-24
You can Import items from other applications .....	3-25
You can Export items in other formats .....	3-25
Exporting an image file .....	3-25
How to Uninstall PaperPort® and ScanSoft® OmniPage® .....	3-26

## 4

<b>Using the SmartUI for Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0.....</b>	<b>4-1</b>
SmartUI .....	4-1
AutoLoad the SmartUI .....	4-2
How to turn off AutoLoad.....	4-2
SmartUI features .....	4-3
Auto Configuration.....	4-3
Scan key operations .....	4-4
Copy operations .....	4-4
PC-Fax operation (For fx2100 and sx2100 only).....	4-4
Scanner settings for Scan, Copy and PC-Fax buttons.....	4-5
Global settings.....	4-5
Setting up the scanner configurations .....	4-6
Perform an operation from the SmartUI screen.....	4-7
Scan to File.....	4-8
To access Scan to File Configurations screen .....	4-8
Scanner settings.....	4-8
Destination folder.....	4-9
Scan to E-mail .....	4-10
To access Scan to E-mail Configurations screen .....	4-10
Scanner settings.....	4-10
E-mail application .....	4-11
Send to Options.....	4-11
Scan to OCR (Word Processor) .....	4-12
To access Scan to OCR Configurations screen .....	4-12
Scanner settings.....	4-12
Word Processor.....	4-13
Scan to Image .....	4-14
To access Scan to Image Configurations screen .....	4-14
Scanner Settings .....	4-15
Target Application.....	4-15

Copy .....	4-16
To access the Copy Configurations screen .....	4-16
Scanner settings .....	4-17
Number of copies.....	4-17
Send a fax (For fx2100 and sx2100 only) .....	4-18
To access the Send a fax Configurations screen .....	4-18
Scanner settings .....	4-18
PC-FAX Settings.....	4-19

## 5

<b>Using the Windows®-Based SmartUI .....</b>	<b>5-1</b>
SmartUI.....	5-1
AutoLoad the SmartUI .....	5-2
How to turn off Auto Load .....	5-2
SmartUI features.....	5-3
Auto Configuration .....	5-4
Hardware Section: Changing the Scan to button configuration .....	5-5
Scan to E-mail .....	5-6
Scan to File.....	5-7
Scan to Image .....	5-8
Scan to OCR.....	5-10
Software Section.....	5-12
Scan .....	5-13
Copy .....	5-13
Fax (For fx2100 and sx2100 only) .....	5-14
Custom .....	5-14
Scan to File.....	5-15
Scan to E-mail .....	5-17
File attachments .....	5-19
Scanner settings.....	5-20
Scan to OCR (Word Processing program) .....	5-21
Scan to Graphics application (example: Microsoft Paint) .....	5-23
Copy .....	5-25
Fax setting (PC-Fax using the Fax Driver) (For fx2100 and sx2100 only) .....	5-27
FAX settings .....	5-28
Custom: User-defined buttons .....	5-29
Customizing a user-defined button .....	5-29
1. Select the Scan Action .....	5-29
2. Select Configuration for the Scan Type.....	5-30
3. Select Scan Settings. ....	5-34

## 6

<b>Using Remote Setup (For fx2100 and sx2100 only) .....</b>	<b>6-1</b>
Remote Setup.....	6-1

<b>Using PC-FAX software (For fx2100 and sx2100 only) .....</b>	<b>7-1</b>
PC-FAX sending .....	7-1
Setting up user information.....	7-2
Sending setup.....	7-3
Outside line access .....	7-4
Include header.....	7-4
Addressbook file .....	7-4
User interface .....	7-5
Simple style .....	7-5
Facsimile style .....	7-5
Speed-Dial setup .....	7-6
The Address Book.....	7-7
Setting up a Member in the Address Book.....	7-8
Setting up a Group for Broadcasting .....	7-9
Editing Member information.....	7-10
Deleting a Member or Group.....	7-10
Exporting the Address Book.....	7-10
Importing to the Address Book .....	7-12
Setting up a Cover Page .....	7-14
You can enter information in each field .....	7-15
Sending a file as a PC-FAX using the Facsimile style .....	7-16
Redial .....	7-17
Sending a file as a PC-FAX using the Simple style..	7-17
Setting up PC-FAX receiving (Windows® 98/98SE/Me/2000 Professional and Windows NT® WS 4.0 only).....	7-19
Running PC-FAX Receiving .....	7-19
Setting up your PC .....	7-19
Viewing new PC-FAX messages.....	7-20
Receiving a fax into the PC (Windows® XP only) .....	7-21
How to receive a fax automatically .....	7-21
How to view the received faxes .....	7-26

<b>Using your machine with a Macintosh® .....</b>	<b>8-1</b>
Setting up your USB-equipped Apple® Macintosh® .....	8-1
Using the printer driver with your Apple® Macintosh® (Mac OS® 8.6 - 9.2) .....	8-2
Using the Printer Driver with Your Apple® Macintosh® (Mac OS® X) .....	8-4
Choosing page setup options .....	8-4
Specific settings.....	8-5
Using the PS driver with your Apple® Macintosh® .....	8-6
For Mac OS® 8.6 to 9.2 Users .....	8-7
For Mac OS® X users .....	8-11

Sending a fax from your Macintosh® application (For fx2100 and sx2100 only) .....	8-14
For Mac OS® 8.6 - 9.2 users .....	8-14
For Mac OS® X users .....	8-16
Drag a vCard from the Mac OS® X Address Book application .....	8-18
Using the TWAIN scanner driver with your Macintosh® ..	8-20
Accessing the scanner.....	8-20
Scanning an image into your Macintosh® .....	8-21
Scanning a whole page .....	8-21
Pre-Scanning an image .....	8-22
Settings in the Scanner window.....	8-23
Image.....	8-23
Scanning Area .....	8-25
Business Card Size (For fx2100 and mx2100 only) .....	8-25
Adjusting the Image.....	8-26
Remote Setup (Mac OS® X) (For fx2100 and sx2100 only) .....	8-27

## 9

<b>Network Scanning .....</b>	<b>9-1</b>
Network License .....	9-1
Registering your PC with the machine.....	9-1
Using the Scan key.....	9-5
Scan to E-mail (PC) .....	9-5
Scan to E-mail (E-mail server) (For fx2100 and sx2100 only) .....	9-6
Scan to Image .....	9-8
Scan to OCR.....	9-9
Scan to File.....	9-10

## 10

<b>Network PC-FAX software (For fx2100 and sx2100 only) .....</b>	<b>10-1</b>
Enable Network PC-FAX .....	10-1
Sending setup.....	10-2
Extra options in Address Book .....	10-3
Using the Network PC-FAX software.....	10-4
Quick Tips:.....	10-4
Sending a Network PC-FAX from your Macintosh® application .....	10-5
For Mac OS® 8.6 - 9.2 users .....	10-5
For Mac OS® X users .....	10-5

<b>Index .....</b>	<b>I-1</b>
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# **1** Using the machine as a printer

## **Using the Imagistics printer driver**

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide.

### **Windows® Printing**

The dedicated printer driver and TrueType™ compatible fonts for Microsoft® Windows® 98/98SE/Me/2000 Professional/XP and Windows NT® workstation 4.0 are available on the CD-ROM supplied with your machine. You can install them easily into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

### **Popular Printer Emulation Support**

The machine supports HP LaserJet (PCL level 6) and BR-Script 3 (Post Script 3) printer emulation mode. If you use DOS application software, you can use HP LaserJet (PCL level 6) and BR-Script 3 (Post Script 3) emulation mode for printer operations.



# How to print your document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

**1** From your computer select the Print command.

If your computer is also connected to any other printers, select **Imagistics xxxxxx (USB) Printer (where xxxxxx is the model name)** as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing.

**2** Your computer sends a print command and data to the machine.

**3** The machine starts to print.



You can select the paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

# Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax, and scanning the document into the computer. Fax sending will not be stopped during PC printing.

## Two-sided printing (Duplex Printing)

---

The supplied printer driver supports duplex printing. (For more information, see *Duplex* on page 2-6.)

### Automatic Duplex Printing (For fx2100 and mx2100 only)

In this mode, the machine prints on both sides of the A4, Letter or Legal paper automatically.

- 1 Open the Properties dialog box in the printer driver.
- 2 Select Duplex Printing mode in the Advanced tab, make sure that '**Use Duplex Unit**' has been selected, and then click the **OK** button. (See *Duplex* on page 2-6.) The printer will print on both sides of the paper automatically.



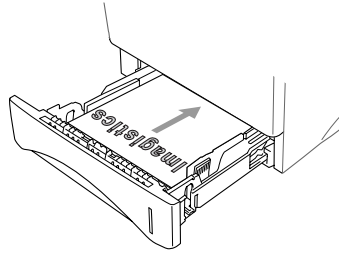
- When you select **Use Duplex Unit**, HQ1200 is not available.
- If you also want to use Duplex Printing for fax and copy operations, see *To use Automatic Duplexing for fax, copy and print operations* on page 2-9 in User's Guide.

## Manual Duplex Printing

The machine prints all the even-numbered pages on one side of the paper first.

Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended.


We recommend 75 to 90 g/m<sup>2</sup> paper.

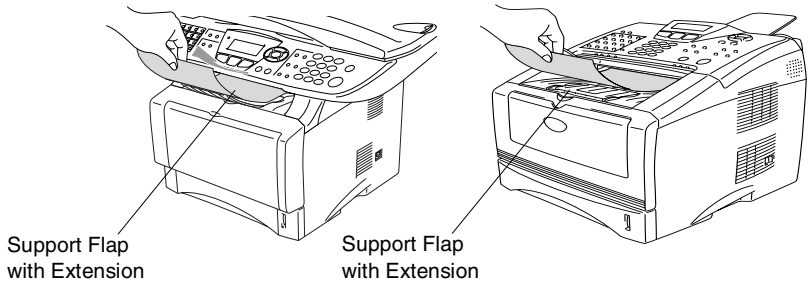


## Face-down output tray

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The machine ejects paper with printed surfaces *face down* into the output tray in the front of the machine. Unfold the support flap to support the printed pages.


 When printing transparencies, remove each one from the support flap after it exits the machine.



## Printing on plain paper

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### The manual feed tray (For sx2100)

 The machine automatically turns on the Manual Feed mode when you put paper in the manual feed tray.

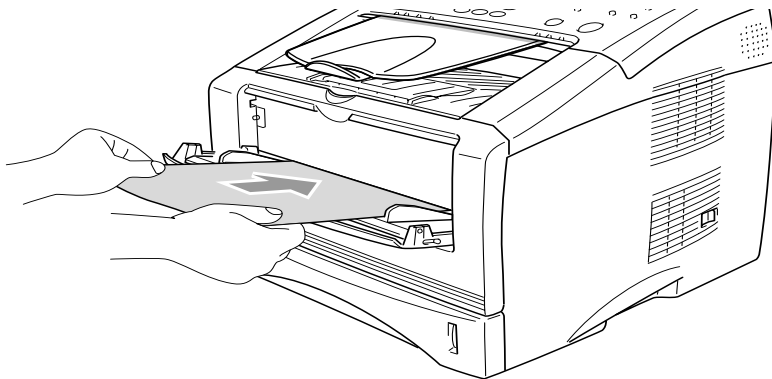
- 1** Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

**Media Type:** Plain Paper

**Paper Source:** Manual

- 2** Open the manual feed tray. Slide the paper guides to fit the paper size.

- 3 Using both hands put paper in the manual feed tray until the front edge of the paper touches the paper feed roller and the machine grips the paper.



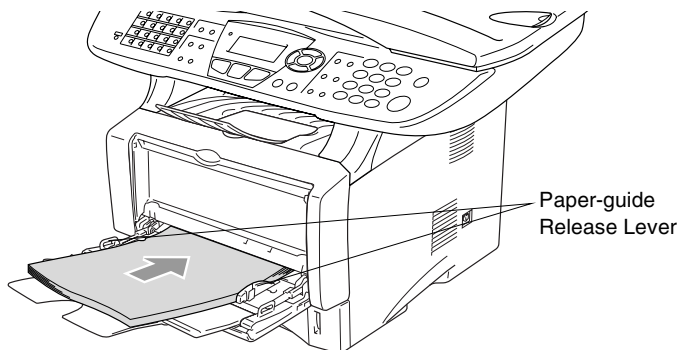
- Make sure that the paper is straight and in the proper position on the manual feed tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
- Do not put more than one piece of paper in the manual feed tray at any one time, or it may cause a jam.


- 4 Send the print data to the machine.
- 5 After the printed page comes out of the machine, put in the next sheet of paper as in Step 3 above. Repeat for each page that you want to print.

### **The MP tray (For fx2100 and mx2100)**


- 1 Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.  
**Media Type:** Plain Paper  
**Paper Source:** MP Tray
- 2 Open the MP tray and lower it gently.
- 3 Pull out the MP tray support flap.

- 4** When loading paper in the MP tray, make sure it touches the back of the tray.



-  Make sure that the paper is straight and in the proper position on the MP tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.

- 5** While pressing the paper-guide release lever, slide the paper guide to fit the paper size.

-  When you put paper in the MP tray, please remember the following:

- The side to be printed on must be face up.
- During printing, the inside tray rises to feed paper into the machine.
- Put the leading edge (top of the paper) in first and push it gently into the tray.

- 6** Send the print data to the machine.

## Printing on thicker paper and card stock

---

When the back output tray is pulled down, the machine has a straight paper path from the MP tray through to the back of the machine. Use this paper feed and output method when you want to print on thicker (106 - 161 g/m<sup>2</sup>) paper or card stock.

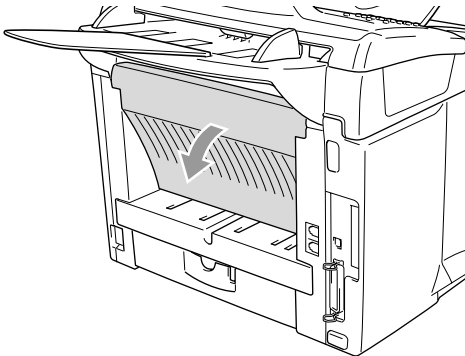
### The manual feed tray (For sx2100)

- 1 Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

**Media Type:** Thick paper or Thicker paper

**Paper Source:** Manual

- 2 Open the back output tray.



- 3 Open the manual feed tray. Slide the paper guides to fit the paper size.

**4** Using both hands put the paper in the manual feed tray until the front edge of the paper touches the paper feed roller and the machine grips the paper.



■ Make sure that the paper is straight and in the proper position in the manual feed tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.

■ Do not put more than one piece of paper in the manual feed tray at any one time, or it may cause a jam.

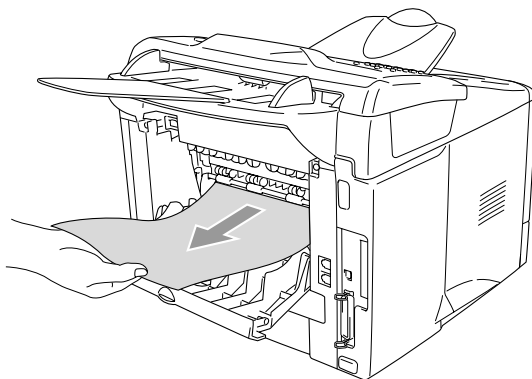
**5** Send the print data to the machine.

**6** After the printed page comes out of the machine, put in the next sheet of paper as in Step 4 above. Repeat for each page that you want to print.

**7** When you have finished the print job, close the back output tray.

**! Caution**

Remove each sheet immediately after printing. Stacking the sheets may cause a paper jam or the paper to curl.





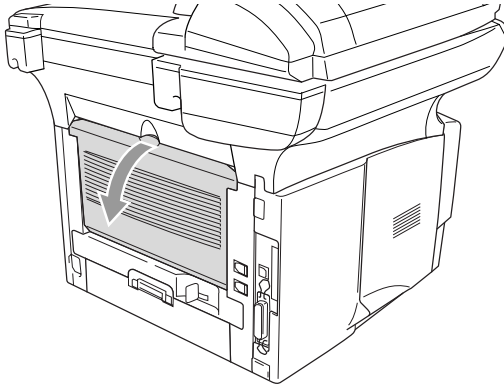
## The multi-purpose tray (MP tray) (For fx2100 and mx2100)

- 1 Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.


**Media Type:** Thick paper or Thicker paper

**Paper Source:** MP Tray

- 2 Open the back output tray, and then pull out the face-up output tray support if necessary.



- 3 Open the MP tray and lower it gently.
- 4 Pull out the MP tray support flap.
- 5 When putting paper in the MP tray, make sure it touches the back of the tray.

 Make sure that the paper is straight and in the proper position in the MP tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.

**6** While pressing the paper-guide release lever, slide the paper guide to fit the paper size.



When you put paper in the MP tray, please remember the following;

- During printing, the inside tray rises to feed paper into the machine.
- The side to be printed on must be face up.
- Put the leading edge (top of the paper) in first and push it gently into the tray.

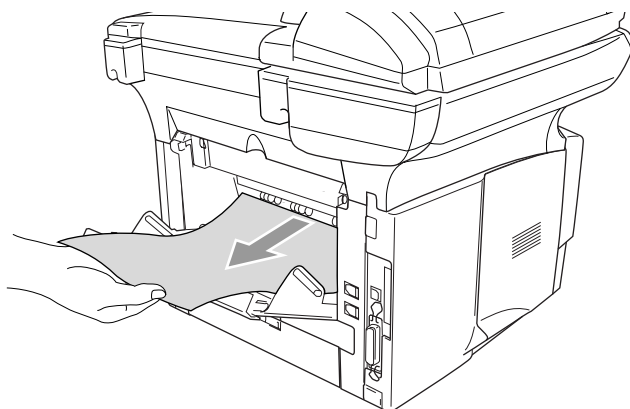
**7** Send the print data to the machine.

**8** When you have finished the print job, close the back output tray.



**Caution**

Remove each sheet immediately after printing. Stacking the sheets may cause a paper jam or the paper to curl.



## Printing on envelopes

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To print on envelopes use manual feed tray (sx2100) or multi-purpose tray (fx2100 and mx2100).



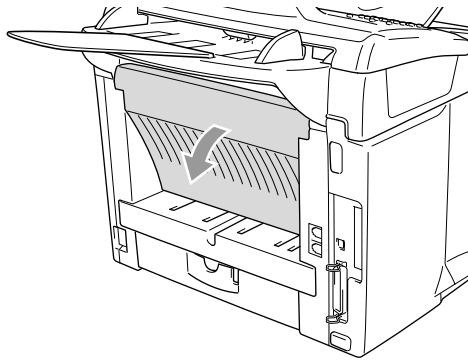
- The machine automatically turns on the Manual Feed mode when you put paper in the manual feed tray (For sx2100 only).
- All sides should be properly folded without any wrinkles or creases.

**1** Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

**Media Type:** Envelope, Env.thin or Env.thick

For sx2100:

- 2 Open the back output tray.

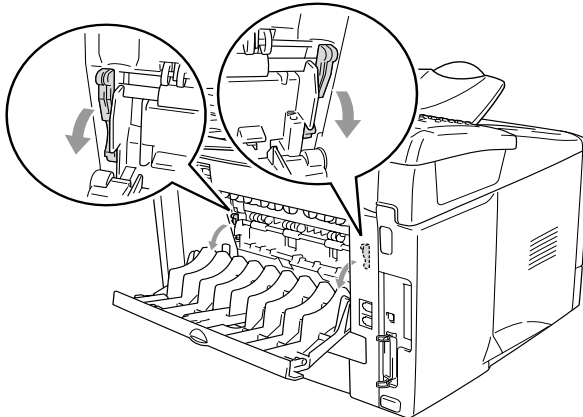


- 3 Open the manual feed tray. Slide the paper guides to fit the envelope size.

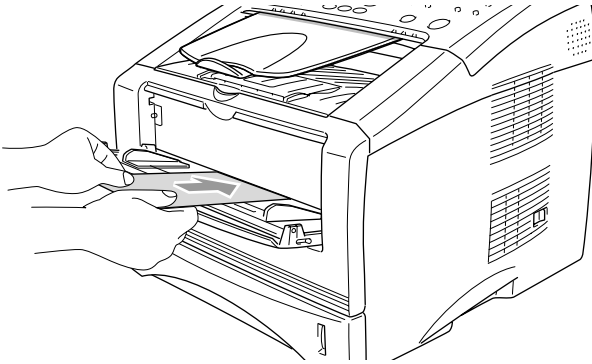



If envelopes are creased after they have been printed:

At the back of the machine, open the back output tray and push down the blue tabs at the left and right hand sides (as shown in the figure on the next page). When you have finished printing your envelopes, close the back output tray to reset the two blue tabs back to their original position.



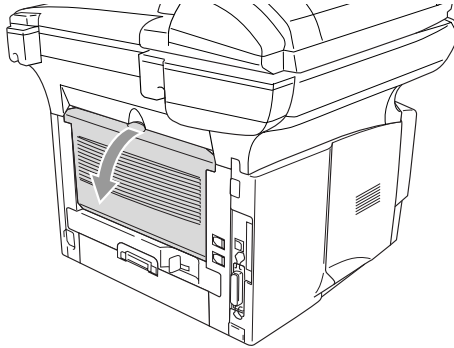
- 4** Using both hands put the envelope in the manual feed tray until the front edge of the envelope touches the paper feed roller and the machine will grip the envelope.



-  ■ Make sure the envelope is straight as you insert it in the manual feed tray. If it is not, the envelope may not be fed properly, resulting in a skewed printout or a jam.
  - Do not put more than one envelope in the manual feed tray at any one time, or it may cause a jam.
  - Put the envelope in the manual feed tray, making sure that the side to be printed on is face up in the tray.
- 5** After the printed envelope comes out of the machine, the machine will wait until you put in the next envelope. Repeat Step 4 for each envelope you want to print.
- 6** Send the print data to the machine.
- 7** After you finish the print job, close the back output tray.

For *fx2100* and *mx2100*:

- 2 Open the back output tray, and then unfold the face-up output tray support if necessary.



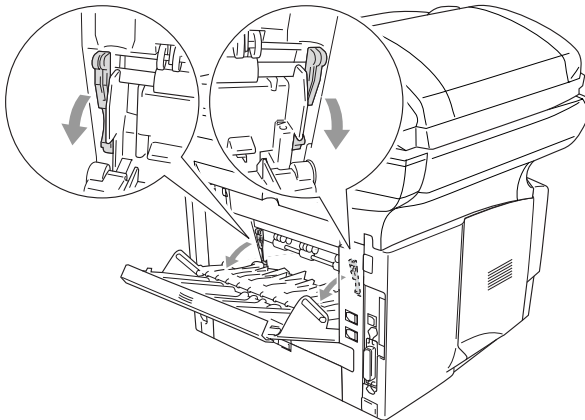
- 3 Open the MP tray and lower it gently.

- 4 Pull out the MP tray support flap.

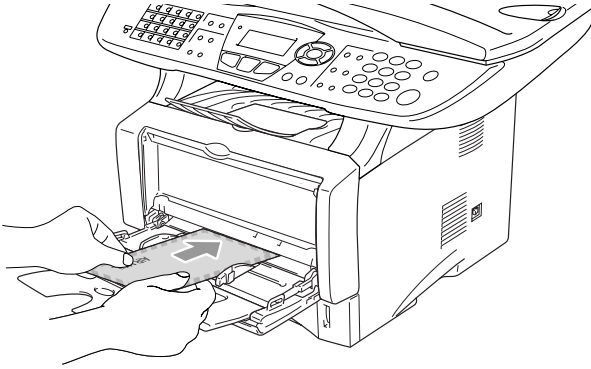



If envelopes are created after they have been printed:

At the back of the machine, open the back output tray and push down the blue tabs at the left and right hand sides (as shown in the figure on the next page). When you have finished printing your envelopes, close the back output tray to reset the two blue tabs back to their original position.




- 5** Put the envelopes in the MP tray so that they touch the back of the tray. Do not put more than 3 envelopes in the MP tray at any one time, or it may cause a jam.



-  Make sure that the envelopes are neatly stacked and in the proper position in the MP tray. If they are not, the envelopes may not be fed properly, resulting in a skewed printout or a jam.

- 6** Press and slide the paper-width guide to fit the envelope size.

-  When you put envelopes in the MP tray, please remember the following;

- During printing, the inside tray rises to feed envelopes into the machine.
- The side to be printed on must be face up.
- Put the leading edge (top of the envelope) in first and push it gently into the tray.

- 7** Send the print data to the machine.

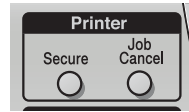
- 8** After you finish the print job, close the back output tray.

# Printer operation keys

## Job Cancel

---


You can clear data from the memory.




## Secure key



---



Secured data is protected by a password. Only those people that know the password will be able to print the data. The machine will not print secure data until the password is entered. After the document is printed, the data will be cleared from the memory. To use this function, you need to set your password in the printer driver dialog box. (See *Device Options* on page 2-11.)

 The **Secure** Key function is not available when using the Imagistics BR-Script driver.



**1** Press **Secure**.

 The LCD displays No Data ! if there is no secured data in the memory.

**2** Press  or  to select the user name.  
Press **Enter**. The LCD displays job selections.

**3** Press  or  to select the job.  
Press **Enter**. The LCD prompts you to enter your four-digit password.

**4** Enter your password using the control panel.  
Press **Enter**.

**5** Press  or  to select Print.  
Press **Enter**. The machine prints the data.

—OR—

If you want to delete the secured data press  or  to select Delete and press **Enter**.







- If you turn the power switch Off, the secured data saved in memory will be cleared.
- After you print the secured data it will be cleared from memory.

## Setting the Emulation Selection

---

Your machine will receive print commands in a printer job language or Emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulation's and has an Automatic Emulation Selection Function. When the machine receives information from the PC, it automatically chooses the emulation mode. This function has been set at the factory to AUTO. You can change the default emulation mode manually by using the control panel.

- 1** Press **Menu, 5, 1.** (For fx2100 and sx2100)  
Press **Menu, 4, 1.** (For mx2100)
- 2** Press  or  to select Auto, HP LaserJet or BR-Script 3.  
Press **Enter.**
- 3** Press **Stop.**



Try this function with your application software or network server. If the function does not work properly, either select the required emulation mode manually using the machine panel buttons or use the emulation selection commands in your software.

## Printing the Internal Font List

---

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you select it.

- 1** Press **Menu, 5, 2, 1**. (For fx2100 and sx2100)  
Press **Menu, 4, 2, 1**. (For mx2100)
- 2** Press **Start**. The machine prints the list.
- 3** Press **Stop**.

## Printing the Print Configuration List

---

You can print a list of current printer settings.

- 1** Press **Menu, 5, 2, 2**. (For fx2100 and sx2100)  
Press **Menu, 4, 2, 2**. (For mx2100)
- 2** Press **Start**. The machine prints the settings.
- 3** Press **Stop**.

## Restoring factory default settings

---

You can return the machine to the original factory settings. Fonts and macros in the temporary settings are cleared.

- 1** Press **Menu, 5, 3**. (For fx2100 and sx2100)  
Press **Menu, 4, 3**. (For mx2100)
- 2** Press **1** to restore the factory settings.  
—OR—  
Press **2** to exit without making a change.
- 3** Press **Stop**.



Only the printer settings will be returned to the original factory settings.

# 2

## Printer driver settings

(Windows® Only)

### Printer driver settings

You can change the following printer settings when you print from your computer:

- **Media Type**
- **Multiple Page**
- **Duplex**
- **Watermark**\*1\*2
- **Scaling**\*2
- **Print Date & Time**\*1\*2
- **Quick Print Setup**\*1\*2
- **Secure Print**\*1

\*1 These settings are not available with the BR-Script (PostScript® 3™ language emulation) driver.

\*2 These settings are not available with the Universal printer driver.

### How to access the printer driver settings

- 1 Select **Print** from the **File** menu in your application software.
- 2 Select **Imagistics xxxxxx (USB) Printer (where xxxxxx is the model name)** as your printer and click **Preference**. (**Properties** for Windows® 95/98/98SE/Me and 2000, **Document Defaults** for Windows NT® 4.0). The **Printing Preferences** dialog box will appear.

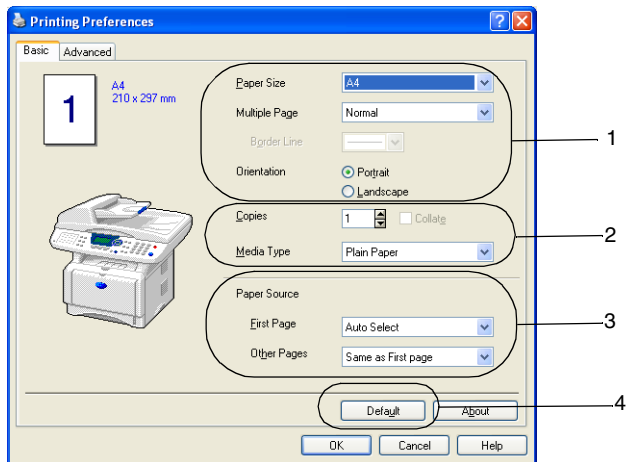


- The way you access the printer driver settings depends on your operating system and software applications.
- The screens shown in this section are from Windows® XP and based on the fx2100. The screens on your Computer may vary depending on your Windows® Operating System.

# Features in the Native Driver

The Native driver is a printer driver developed exclusively by Imagistics. This driver includes more features than the Microsoft® Windows® Universal printer driver.

## Basic tab



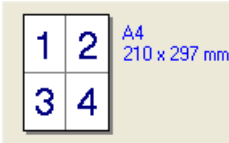
- 1** Select the **Paper Size**, **Multiple Page**, **Border Line** (if any) and **Orientation**.
- 2** Select number of **Copies** and **Media Type**.
- 3** Select **Paper Source** (**First Page** and **Other Pages**).  
**Auto Select** allows the printer driver to select a suitable tray for **Paper Size** automatically.  
You can set the paper size for each tray in the Accessories tab.  
(See *Accessories tab* on page 2-14.)
- 4** To return to the default settings, click the **Default** button.

## Paper Size

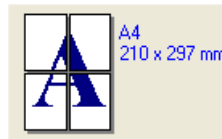
From the drop-down box select the Paper Size you are using.

## Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.



Ex. 4 in 1



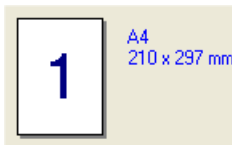
Ex. 1 in 2 x 2 pages

## Border Line

When printing multiple pages on one sheet with the Multiple Page feature you can select to have a solid border, dash border or no border around each page on the sheet.

## Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).



Portrait



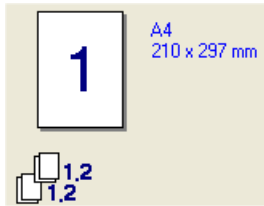
Landscape

## Copies

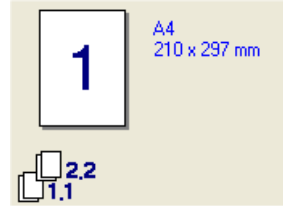
The copies selection sets the number of copies that will be printed.

### Collate

With the **Collate** check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the **Collate** check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.



Collate box checked



Collate box not checked

## Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

### Plain Paper

### Thin Paper

### Thick Paper

### Thicker Paper

### Bond Paper

### Transparencies

### Envelopes

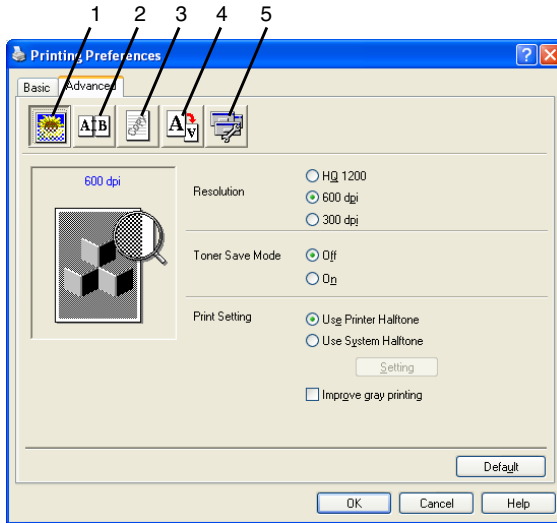
### Env. Thick

### Env. Thin



- When using ordinary plain paper (70 to 95g/m<sup>2</sup>), select **Plain Paper**. When using heavier weight paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For bond paper, select **Bond Paper** and for OHP transparencies, select **Transparencies**.
- When you use envelopes, select **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, select **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, select **Env. Thin**.

# Advanced tab



To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

- 1 **Print Quality**
- 2 **Duplex**
- 3 **Watermark**
- 4 **Page Setting**
- 5 **Device Options**

## Print Quality

Choosing the **Print Quality** icon displays the Print Quality features available.

### Resolution

You can change the resolution as follows:

- HQ 1200
- 600 dpi
- 300 dpi



When you select **Use Duplex Unit**, HQ1200 is not available (for fx2100 or mx2100 only).

## Toner Save Mode

You can save running costs by turning on the Toner Save Mode, which reduces the print density.

## Print Setting

*For Windows® 98/98SE/Me*

Print Setting is used for optimizing your print quality for the type of document being printed (Photos, Graphics or Scanned Images). When you choose **Auto (Recommended)**, the printer automatically prints with the most suitable print settings.

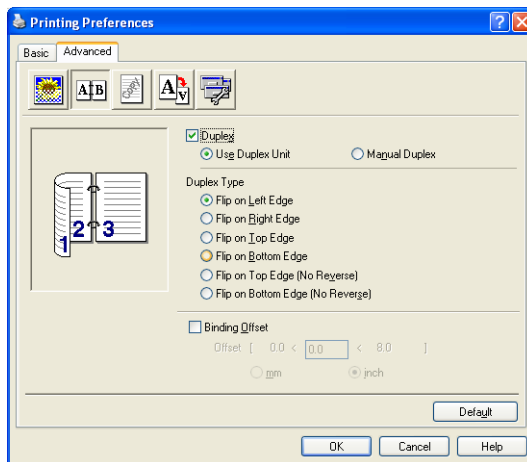
With the Print Setting set to Manual, you can change the Brightness, Contrast and Graphics Quality options manually.

*For Windows® 2000/XP/NT® WS 4.0*

- Check **Use Printer Halftone** to print using Halftone.
- Check **Use System Halftone** to print using Halftone of the system. To change the setting, press **Setting**.
- If the halftone cannot be printed correctly, check **Improve gray printing**.

## Duplex

Duplex printing lets the print job be printed on both sides of the paper which reduces the amount paper used for printing.





## Use Duplex Unit (For fx2100 or mx2100 only)

Check the Duplex box and then select **Use Duplex Unit**. In this mode the machine prints on both sides of the paper automatically.

### Manual Duplex

Check the Duplex box and then select **Manual Duplex**. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click OK the odd numbered pages are printed.

### Duplex Type

You can select **Duplex Type**. There are six types of duplex directions available for each orientation.

**Flip on Left Edge** 

**Flip on Right Edge** 

**Flip on Top Edge** 

**Flip on Bottom Edge** 

**Flip on Top Edge (No Reverse)** 

**Flip on Bottom Edge (No Reverse)** 

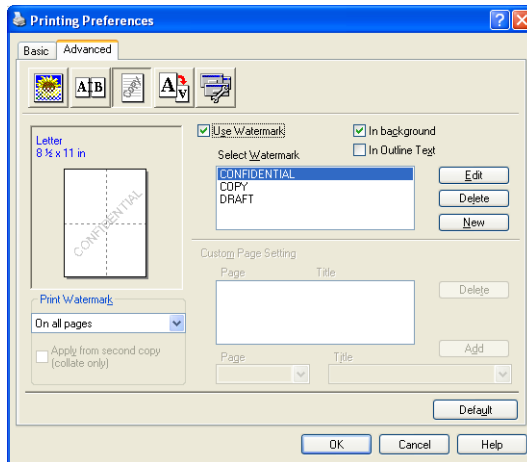
### Binding Offset

Check the Binding Offset option, you can specify the offset value of the binding side in inches or millimeters (0 - 8 inches) [0 - 203.2 mm].

## Watermark

You can place a logo or text into your document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



### In background

Check **In background** to print the watermark image in the background of your document. If this feature is not checked then the Watermark will be printed on top of your document.

### In Outline Text

**(Window® 2000 Professional/XP/NT® WS 4.0 Only)**

Check **In Outline Text** if you only want to print an outline of the watermark.

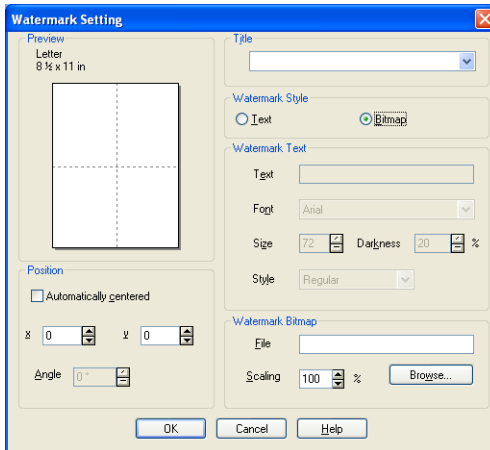
## Print Watermark

The **Print Watermark** feature offers the following print choices:

- **On all pages**
- **On first page only**
- **From second page**
- **Custom**

## Watermark Setting

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.



- **Title**

You can select the **CONFIDENTIAL**, **COPY** or **DRAFT** as the standard title or enter a title you like in the field.

- **Watermark Text**

Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Darkness** and **Style**.

- **Watermark Bitmap**

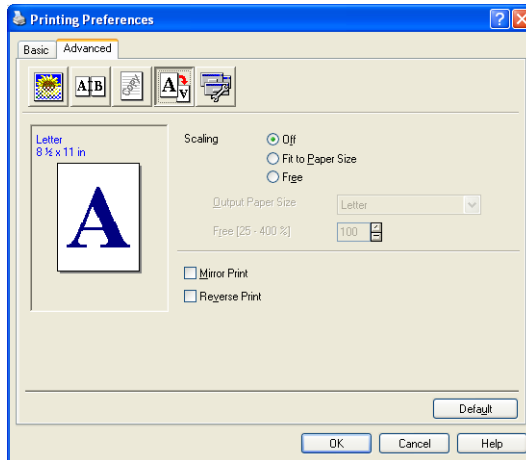
Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

- **Position**

This setting offers you the control for where the Watermark is to be positioned on the page.

## Page Setting

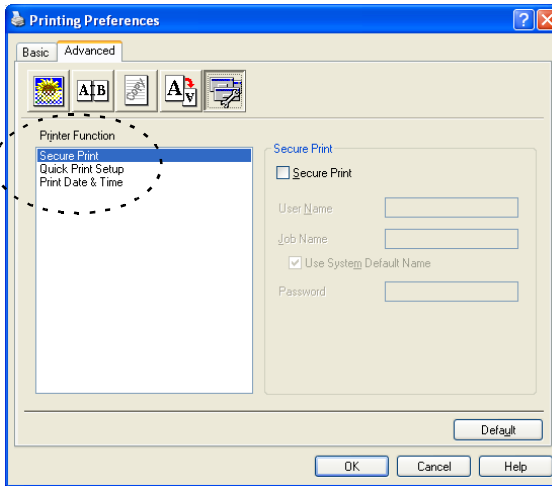
You can change the print size of your document with the Scaling feature.



- Check **Off** if you want to print the document as it appears on your screen.
- Check **Fit to Paper Size**, if your document has an unusual size, or if you have only the standard size paper.
- Check the **Free** box if you want to manually reduce or enlarge the output.
- You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.

## Device Options

Lets you set the following Printer Functions:



## Secure Print

Secure documents are documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the documents are secured at the machine, you must use the control panel of the machine (with the password) to print them.

*To send a secured document:*

- 1 Select **Secure Print** from **Printer Function** and check **Secure Print**.
- 2 Enter your password, user name and job name and click OK.
- 3 You must print the secured documents from the control panel of the machine. (See *Secure key* on page 1-17.)


*To delete a secured document:*


- 1 You need to use the control panel of the machine to delete a secured document. (See *Secure key* on page 1-17.)

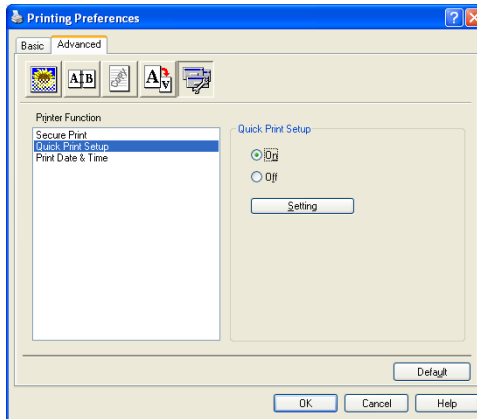


You can store up to 8 MB of secured data in the machine's memory.

## Quick Print Setup

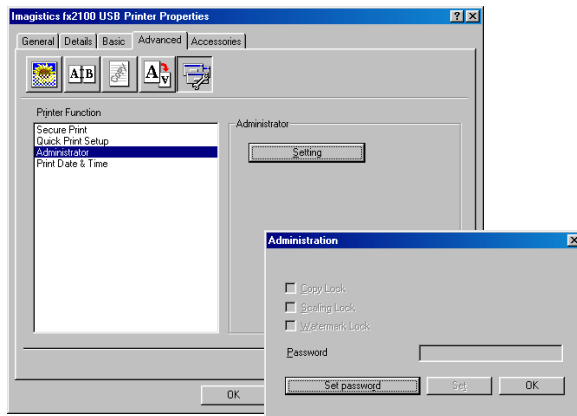
The Quick Print Setup feature allows you to quickly select driver settings. To view setting, simply click your mouse button on the task tray  icon. This feature can be set to ON or OFF from the Device Options section.


 The factory setting is OFF



## Administrator (For Windows® 98/98SE/Me Users Only)

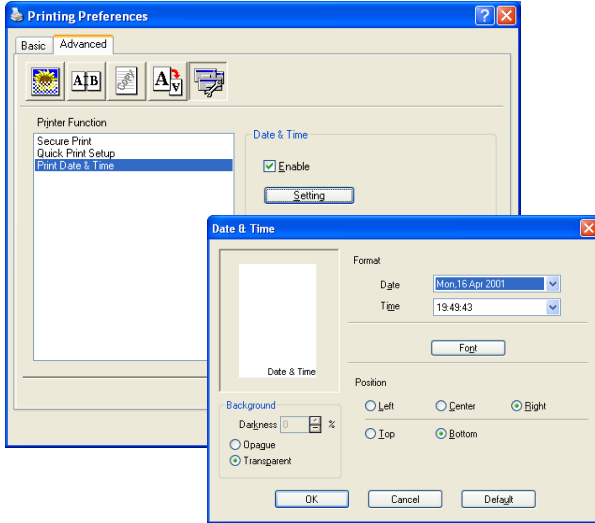
The administrator selection permits the Copy, Scaling and Watermark features to be locked and password protected.



 Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

## Print Date & Time

When enabled the **Print Date and Time** feature will automatically print the date and time from your computers system clock on your document.



Click the **Setting** button to change the **Date** and **Time** Format. You can change the Font by clicking the **Font** button or the **Position**. To include a background with the **Date** and **Time** select **Opaque**. When **Opaque** is selected you can set the **Darkness** of the **Date** and **Time** background by changing the percentage.



The Date and Time indicated in the selection box represents the format that will be printed. The actual Date and Time printed on your document is automatically retrieved from the settings of your computer.

## Accessories tab

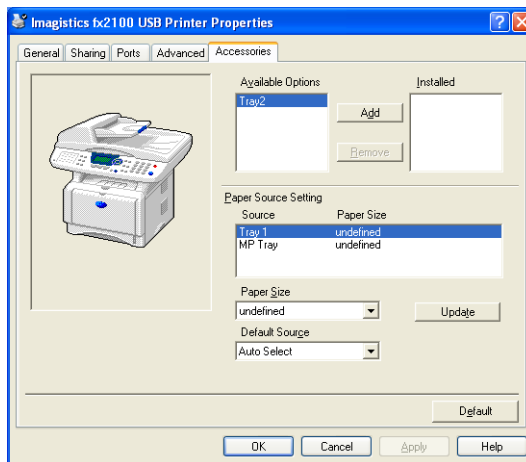
The **Accessories** Tab includes the settings for configuring the printer driver for the size of paper loaded in each paper source. This tab also installs any additional options into the driver settings.

### Paper Source Setting

To configure the paper size for each paper source, highlight the source in the **Paper Source Setting** list. Select the **Paper Size** from the pull-down box and click **Update**. When Auto Select (default Paper Source) is set in the Basic tab of the printer driver (See *Basic tab* on page 2-2), the printer driver will automatically use the **Paper Source Setting** to select a tray which matches the **Paper Size** setting in the printer driver.

### Default Source

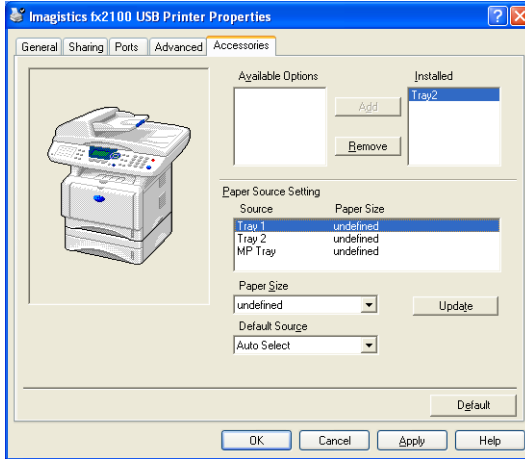
The **Default Source** allows you to choose the paper source that will be used when the paper size of the document being sent does not match the Paper Source settings.





## Available Options

In order to access the optional 2nd paper tray the option must be installed in the driver. Highlight the model number from the **Available Options** list and click **Add**. The optional tray will then be listed in the **Installed** box, **Paper Source Setting** list and the screen illustration will display the 2nd tray.



# Features in the BR-Script (Post Script® 3™ language emulation) printer driver (For Windows®)

The Windows® 98/98SE/Me/2000 Professional/XP and Windows NT® 4.0 utilizes BR-Script (PostScript® 3™ language emulation) driver.

## To install the PS driver

If you have already installed the printer driver following the instruction in the Quick Setup Guide, insert the CD-ROM into the CD-ROM drive on your PC and click **Install Software**. Choose **Multi-Function Suite** and follow the on-screen instructions. When the **Select Components** screen appears, check **PS Printer Driver**, and then continue following the on-screen instructions.

If you have not previously installed the driver and software, insert the CD-ROM into the CD-ROM drive on your PC and click **Install Software**. Choose **Multi-Function Suite** and follow the on-screen instructions. When the **Setup Type** screen appears, select **Custom** and check the **PS Printer Driver**. Then continue following on-screen instructions.

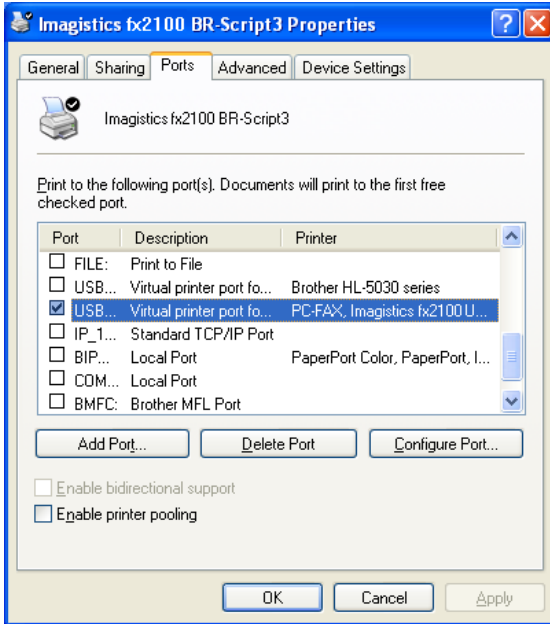


The screens in this section are from Windows® XP.

The screens on your PC will vary depending on your Operating System.

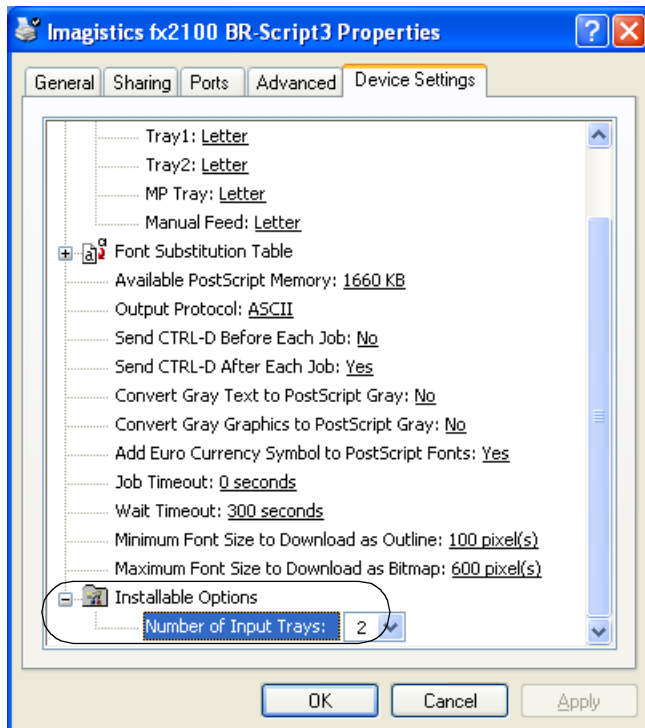
# Ports tab

Select the port where your printer is connected or the path to the network printer you are using.



## Device Settings tab

Select the options you installed.

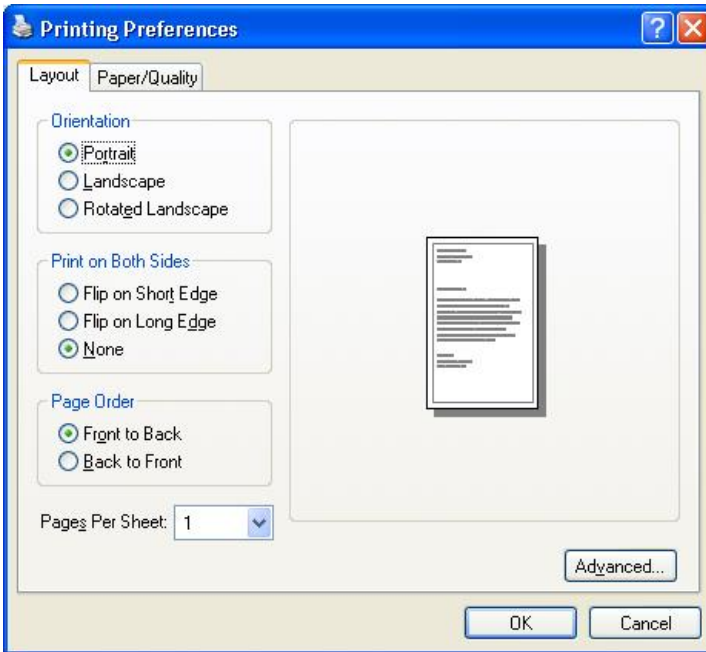


## Layout tab



If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Layout** tab by clicking **Printing Preferences...** in the **General** tab of the **Imagistics xxxxxx BR-Script3 Properties** screen (xxxxxx is the model name).

The **Layout** tab enables you to change various layout settings such as **Orientation**, **Page Order** and **Pages Per Sheet**.




### Booklet (For Windows® 2000/XP) (For fx2100 and mx2100 only)

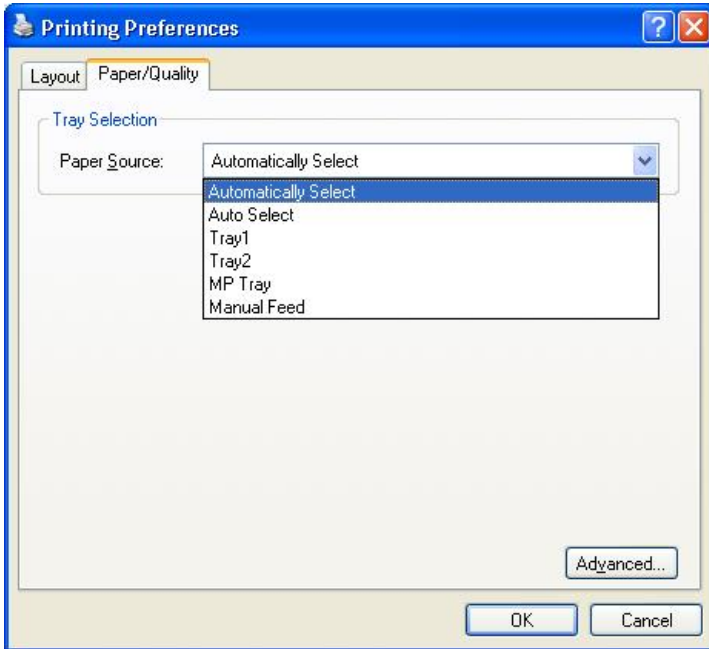
You can print a booklet by selecting **Booklet** from **Pages Per Sheet** list.

## Paper/Quality tab

---

 If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Paper/Quality** tab by clicking **Printing Preferences...** in the **General** tab of the **Imagistics xxxxx BR-Script3 Properties** screen (xxxxxx is the model name).

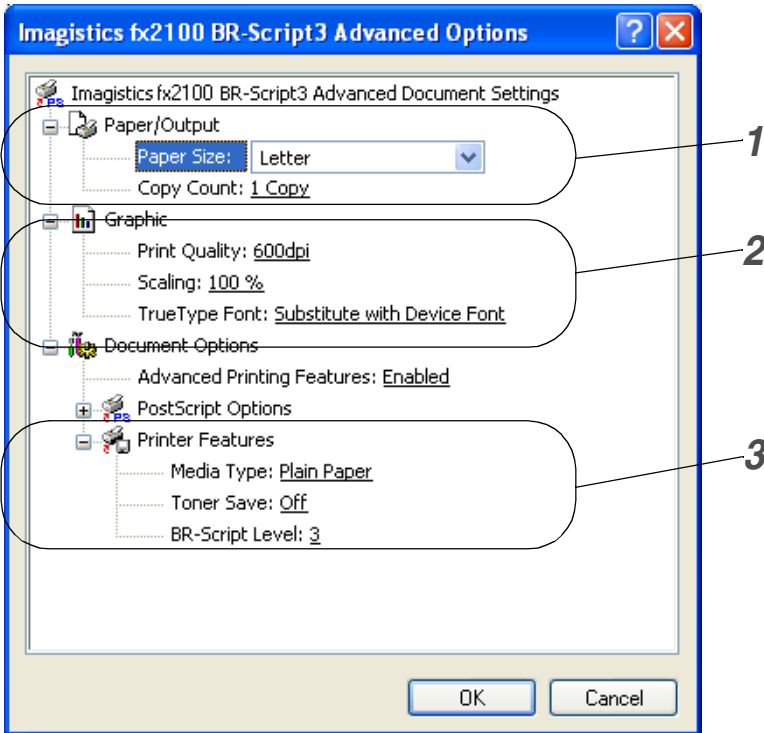
Select the **Paper Source**.



# Advanced Options



If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Imagistics xxxxxx BR-Script3 Advanced Options** tab (xxxxxx is the model name) by clicking **Advanced...** button in the **Layout** tab or the **Paper/Quality** tab.



- 1 Select the **Paper Size** and **Copy Count**.
- 2 Set the **Print Quality**, **Scaling** and **TrueType Font** setting.
- 3 You can change settings by selecting the setting in the Printer Features list:
  - **Media Type**
  - **Toner Save**
  - **BR-Script Level**

# 3

## How to scan using Windows®



The scanning operations and drivers will be different depending on your operating system.

### **For Windows® 98/98SE/Me/2000 Professional and Windows NT® Workstation 4.0**

The machine uses a TWAIN Compliant driver for scanning documents from your applications. (See *Scanning a document, TWAIN compliant* on page 3-1.)

### **For Windows® XP**

The machine uses Windows® Imaging Acquisition (WIA) for scanning documents. (See *Scanning a document (For Windows® XP only)* on page 3-10.)



### **For ScanSoft®, PaperPort® and OmniPage® OCR**

Go to *Using ScanSoft® PaperPort® and OmniPage® OCR* on page 3-21.



Color scan feature is not available for sx2100.

## Scanning a document

### TWAIN compliant


---

The Multi-Function Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort® viewer, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.




# How to access the Scanner

**1** Open the software application (ScanSoft® PaperPort®) to scan a document.

 The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0SE.

**2** Select **Scan** from the **File** drop-down menu or select the **Scan** button. The **Scan** pane appears in the left panel.

**3** Select **Imagistics xxxxxx (where xxxxxx is the model name)** from the **Scanner** drop-down list box.

 If the machine is connected via:

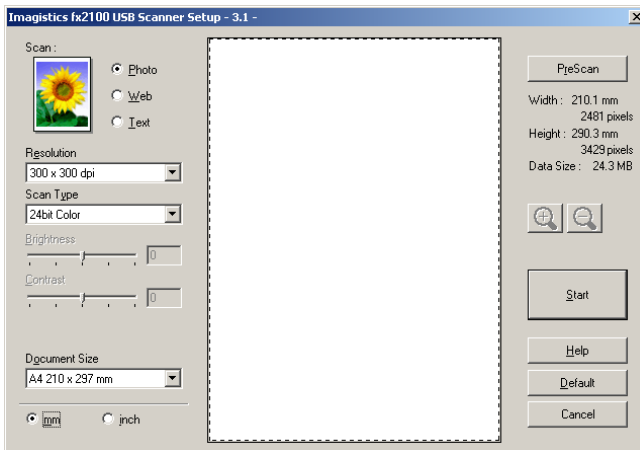
Parallel-use **Imagistics xxxxxx**

USB-use **Imagistics xxxxxx USB**

LAN-use **Imagistics xxxxxx LAN**

**4** Click **Scan**.

The **Imagistics xxxxxx Scanner Setup** dialog box will appear:



# Scanning a document into the PC

---

You can scan a whole page

—OR—

Scan a portion of the page after pre-scanning the document.

## Scanning a whole page

- 1 Place the document in the ADF (automatic document feeder)  
—OR—  
on the scanner glass (for fx2100 or mx2100 only).
- 2 Adjust the following settings, if required, in the Scanner window:
  - **Image Type**
  - **Resolution**
  - **Scan Type**
  - **Brightness**
  - **Contrast**
  - **Document Size**



After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

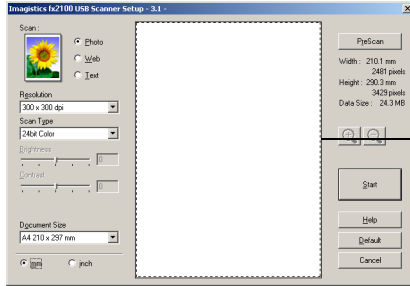
See *Settings in the Scanner window* on page 3-6.

- 3 Click the **Start** button in the scanner window.  
When scanning is completed, click **Cancel** to return to the PaperPort® window.

## Pre-Scanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

1 Place the document.



Scanning area

2 Select the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness** and **Contrast**, as needed.

3 In the **Imagistics xxxxxx Scanner Setup** dialog box, click the **PreScan** button.



The entire document will be scanned into the PC and will appear in the Scanning Area.



Scanning area

**4** Select the portion you want to scan by clicking the left mouse button and dragging it.



You can enlarge the portion you selected by pressing  to check it. If you want to select the different portion, use  to undo the image.

**5** If you have used the ADF in Step 1, please place the document face up in the ADF again.

**6** Click **Start**.

This time only the selected area of the document will appear in the PaperPort® window (or your software application window).

**7** In the PaperPort® window, use the options available to refine the image.

# Settings in the Scanner window

---

## Image Type

Select the image type of output from **Photo**, **Web** or **Text**.

**Resolution** and **Scan Type** will be altered for each default setting.

The default settings are:

(For fx2100 or mx2100)

Image Type		Resolution	Scan Type
<b>Photo</b>	Select for scanning photo images.	300 x 300 dpi	24-bit color
<b>Web</b>	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit color
<b>Text</b>	Select for scanning text documents	200 x 200 dpi	Black & White

(Fox sx2100)

Image Type		Resolution	Scan Type
<b>Photo</b>	Select for scanning photo images.	300 x 300 dpi	True Gray
<b>Web</b>	Select for attaching the scanned image to web pages.	100 x 100 dpi	True Gray
<b>Text</b>	Select for scanning text original documents	200 x 200 dpi	Black & White

## Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. The following table shows the resolution you can choose.

- 100 x 100 dpi
- 150 x 150 dpi
- 200 x 200 dpi
- 300 x 300 dpi
- 400 x 400 dpi
- 600 x 600 dpi
- 1200 x 1200 dpi
- 2400 x 2400 dpi
- 4800 x 4800 dpi
- 9600 x 9600 dpi

## Scan Type

**Black & White:** Set the Scan Type to **Black & White** for text or line art.

**Gray Scale:** Set the Scan Type to **Gray (Error Diffusion)** or **True Gray** for photographic images.

**Colors:** Set either:

(For fx2100 or mx2100 only) **256 Color**, which scans up to 256 colors, or **24-bit Color** which scans up to 16.8 million colors, or **24-bit Color (Fast)** which does not use Color Matching and is faster than **24-bit Color**.

Although using **24-bit Color** creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with **256 Color**.

## Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the document again. If the image is too dark, set a higher brightness value and scan the document again.



This setting is not available when **Color** settings (for fx2100 and mx2100 only) are selected as the **Scan Type**.

## Contrast

This setting is adjustable only when you have selected one of the gray scale settings.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in gray areas. You can also type a value in the box for the setting.



This setting is not available when **Black & White** and **Color** (fx2100 and mx2100 only) settings are selected as the **Scan Type**.

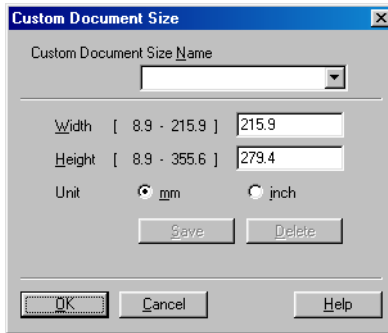
## Document Size

Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm)
- Legal (8 1/2 x 14 in.)
- A5 (148 x 210 mm)
- B5 (182 x 257 mm)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (90 x 60 mm)
- Photo 3.5 x 5 in. (9 x 13 cm)
- Photo 5 x 7 in. (13 x 18 cm)
- APS C 4 x 6 in. (10 x 15 cm)
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in or 8.9 x 8.9 mm to 215.9 x 355.6 mm.)

When scanning photographs or other images for use in a word processor or other graphics application. You should try different settings for the contrast and resolution modes to see which best suits your needs.

If you selected **Custom** as the size, The **Custom Document Size** dialog box will appear.

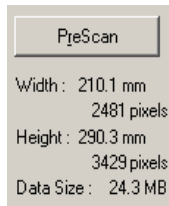


Type the **Name**, **Width** and **Height** for the document.

You can choose “mm” or “inch” as the unit for Width and Height.



You can see the actual paper size you selected on the screen.



- **Width:** shows the width of scanning area
- **Height:** shows the height of scanning area
- **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.



# Scanning a document (For Windows® XP only)

## WIA compliant


---

Windows® XP uses Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the PaperPort® viewer or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

## How to access the scanner

---

**1** Open your software application to scan a document.

 The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0. The steps for scanning from another application may vary.

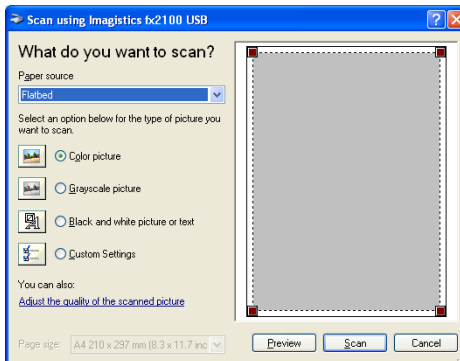
**2** Select **Scan** from the **File** drop-down menu or select the Scan button.

The **Scan** pane appears in the left panel.

**3** Select the scanner you are using from the **Scanner** drop-down list box.

**4** Click **Scan**.

The Scan dialog box will appear:



## Scanning a document into the PC (For fx2100 or mx2100)

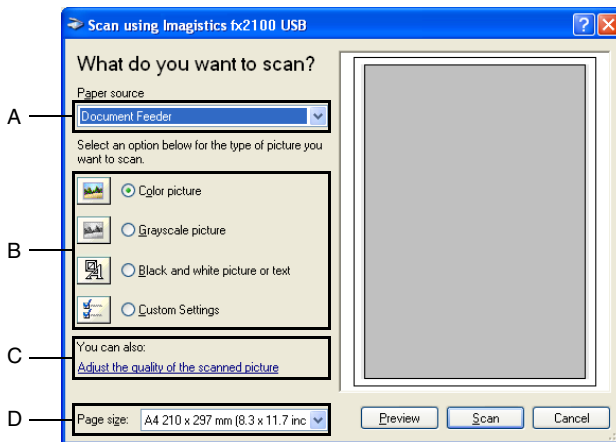
---

There are two ways in which you can scan a whole page. You can either use the ADF or the Flatbed scanner glass.

If you would like to scan and then crop a portion of the page after pre-scanning the document you will need to use the scanner glass (Flatbed).

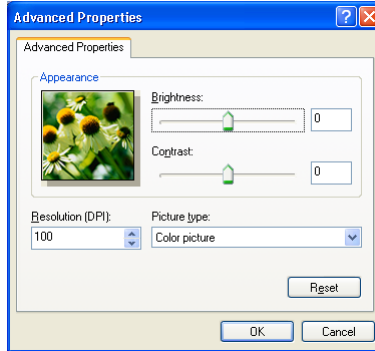
### Scanning a document using the ADF

- 1 Place the document face up in the ADF (automatic document feeder).



- 2 Select the **Document Feeder** from the **Paper source** drop-down list box (A).
- 3 Select the picture type (B).
- 4 Select the **Paper size** from the drop-down list box (D).

- 5 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture (C)**. You can select **Brightness**, **Contrast**, **Resolution** and **Picture type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.

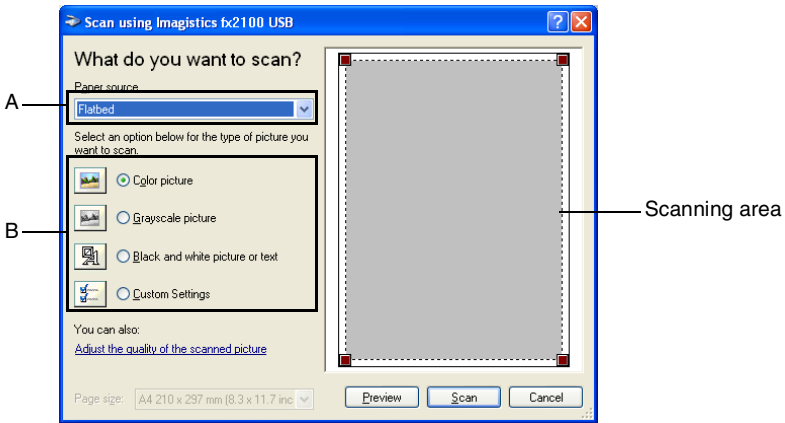


- The scanner resolution you can select is up to 1200 × 1200 dpi.
  - For resolutions greater than 1200dpi, use the Scanner Utility. (See *Scanner Utility* on page 3-17.)
- 6 To start scanning your document, click the **Scan** button in the Scan dialog box.

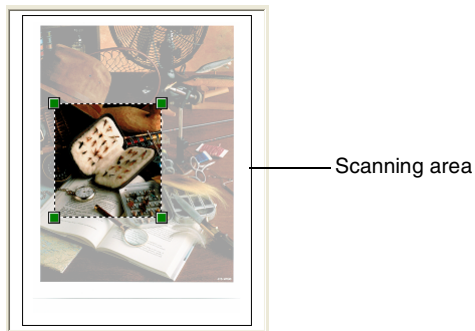
## Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

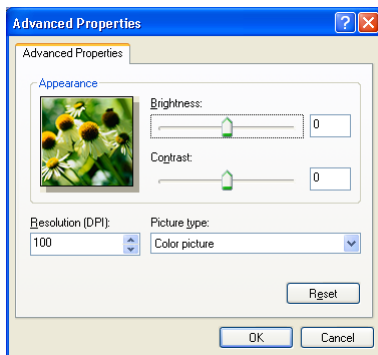
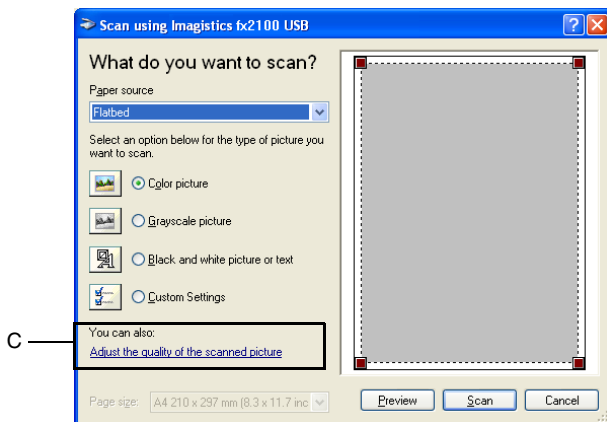
- 1 Place the document face down on the scanner glass.
- 2 Make sure you selected **Flatbed** in the Paper source pull-down box (A).



- 3 Select the picture type (B).
- 4 In the Scan dialog box, click the **Preview** button. The entire document will be scanned into the PC and will appear in the scanning area.
- 5 Select the portion you want to scan by clicking the left mouse button and dragging it over the area.



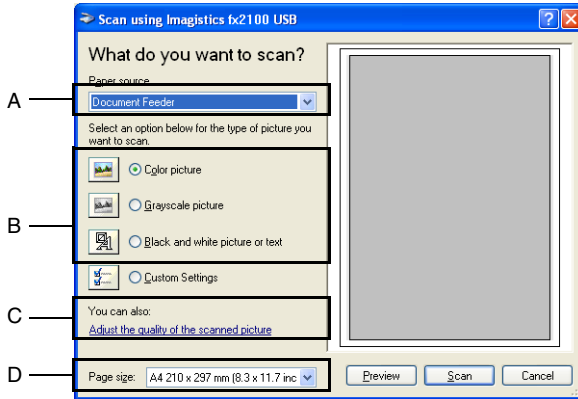
- 6 If you require advanced settings, click **Picture Type** from the **Adjust the quality of the scanned picture (C)**. You can select **Brightness, Contrast, Resolution** and **Advanced Properties**. Click the **OK** button after you choose your settings.



- 7 To start scanning your document, click the **Scan** button in the Scan dialog box.
- This time only the selected area of the document will appear in the PaperPort® window (or your software application window).

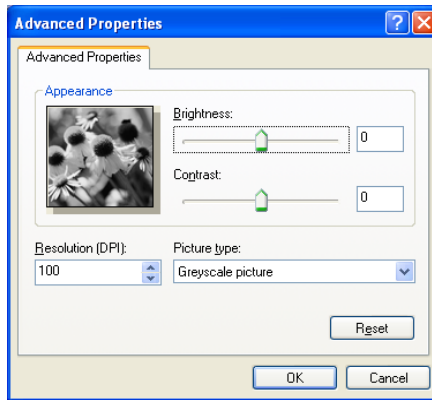
# Scanning a document into the PC (For sx2100)

- 1 Place the original document face down in the ADF.



- 2 Select the **Document Feeder** from the **Paper source** drop-down list box (A).
- 3 Select the picture type (B).
- 4 Select the **Paper size** from the drop-down list box (D).

- 5 If you require advanced settings, click **Adjust the quality of the scanned picture (C)**. You can select **Brightness**, **Contrast**, **Resolution** and **Picture type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



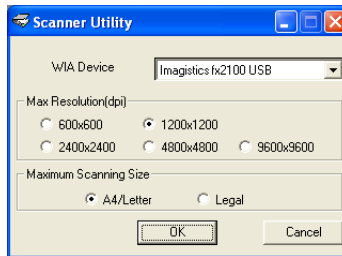
- The scanner resolution you can select is up to 1200 × 1200 dpi.
  - For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 3-17.)
- 6 To start scanning your original document, click the **Scan** button in the Scan dialog box.

## Scanner Utility

The Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200dpi (For fx2100 or mx2100 only). If you want to set Legal size as the default size, change the setting using this utility. You must restart your PC for the new settings to take effect.

### To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start/All Programs/Imagistics/Multi-Function Suite xxxxxx** menu (where xxxxxx is the model name).



If you scan the original at resolution of greater than 1200dpi, the file size maybe very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory & hard disk is not sufficient then your computer may freeze and you could lose your file.

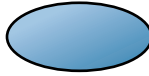


# Using the scan key (For USB or Parallel interface cable users)

You can use **Scan** on the control panel to scan documents into your word processing, graphics or E-mail applications or your computer folder. The advantage of using **Scan** is that you avoid the mouse clicks required to scan from your computer.



**Scan**  
(fx2100)



**Scan**  
(mx2100)



**Scan**  
(sx2100)



## For Scan to E-mail, Scan to Image, Scan to OCR and Scan to File

Before you can use **Scan** on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate Imagistics Drivers for your version of Windows®.



When you are ready to use **Scan**, make sure the SmartUI application is running on your computer. For details about how to configure the SmartUI buttons to launch the application of your choice using **Scan**, go to the appropriate chapter:

- For Windows® 98/98SE/Me/2000 Professional and Windows NT® WS 4.0, see *Using the SmartUI for Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0* on page 4-1.
- For Windows® XP, see *Using the Windows®-Based SmartUI* on page 5-1.
- If your machine is connected with both a USB and a Parallel cable, you need to select USB or Parallel as the destination in each step.

## Scan to E-mail

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You can either scan a black and white (or color document for fx2100 and mx2100) into your E-mail application as a file attachment. You can change the **Scan** configuration. (See *Scan to E-mail* on page 4-10 to 4-11.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to E-Mail.  
Press **Enter**.

The machine will scan the document, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

## Scan to Image

---

You can scan a color picture into your graphics application for viewing and editing. You can change the **Scan** configuration. (See *Scan to Image* on page 4-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to Image.  
Press **Enter**.

The machine will start the scanning process.

## Scan to OCR

---

If your document is text, you can have it converted by ScanSoft® OmniPage® to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the **Scan** configuration. (See *Scan to OCR (Word Processor)* on page 4-12 to 4-13.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select **Scan to OCR**.  
Press **Enter**.

The machine will start the scanning process.

## Scan to File

---

You can scan a document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the SmartUI. (See *Scan to File* on page 4-8 to 4-9.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)

- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select **Scan to File**.  
Press **Enter**.

The machine will start the scanning process.

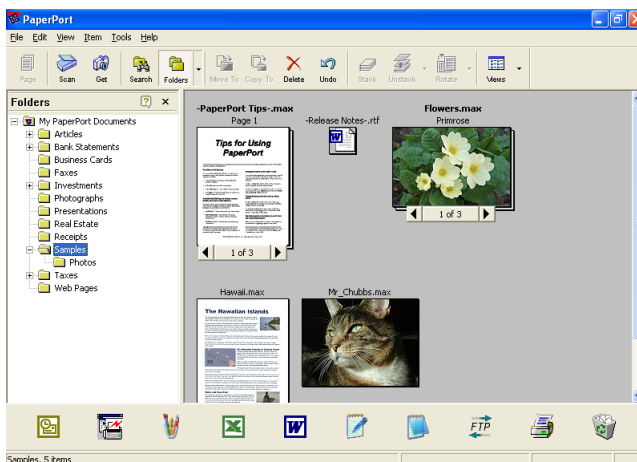
# Using ScanSoft® PaperPort® and OmniPage® OCR

ScanSoft® PaperPort® is a document management application. You will use PaperPort® to view scanned documents.

PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text documents. It allows you to combine or “stack” documents of different formats for printing, faxing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.


See *Documentation for ScanSoft® PaperPort® on the CD-ROM.*



The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® OmniPage® OCR, is in the documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install Multi-Function Suite, ScanSoft® PaperPort® and ScanSoft® OmniPage® OCR are installed with it automatically.

 If you are using Windows® XP, Windows NT® 4.0 or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

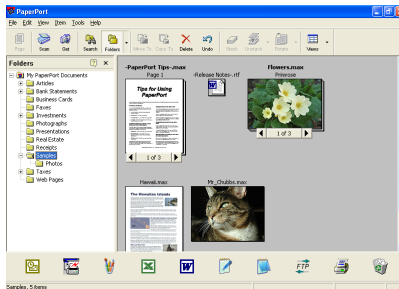
# Viewing items

ScanSoft® PaperPort® provides several ways to view items:

**Desktop View** displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

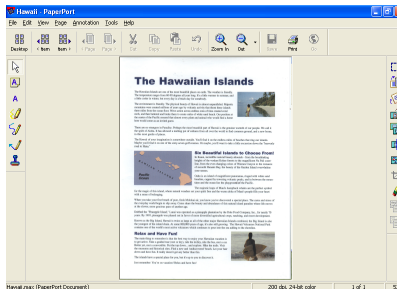
Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.



Desktop View displays items as thumbnails

**Page View** displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.



Page View displays each item as a full page

## Organizing your items in folders

---

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

- Folders are arranged in a “tree” structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be “nested”—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort® MAX files and non paperport® files) appear on the Desktop.
- **You can also use Windows® Explorer to manage the folders and items shown in Desktop View.**

## Quick links to other applications

---

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a “working link” to them. The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort®.



If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar...** command.

(See PaperPort® in the Documentation section on the CD-ROM for more information about creating new links.)

# ScanSoft® OmniPage® OCR lets you convert image text into text you can edit

---

Software by:



ScanSoft® OmniPage® OCR is installed automatically with PaperPort® when you install Multi-Function Suite on your computer.

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® uses the optical character recognition application ScanSoft® OmniPage®, which comes with PaperPort®

—OR—

PaperPort® can use your preferred OCR application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.



## You can Import items from other applications

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In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

- Print to the Desktop View from another application, such as Microsoft® Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

## You can Export items in other formats

---

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

### Exporting an image file

- 1** Select the **Save As** command from the File pull-down menu in the PaperPort® window. The Save 'XXXXX' as dialog box will be displayed.
- 2** Select the drive and directory where you want to store the file.
- 3** Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
- 4** Select the **OK** button to save your file, or **Cancel** to return to the PaperPort® without saving it.



# How to Uninstall PaperPort® and ScanSoft® OmniPage®

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*For Windows® 98/98SE, and Windows NT® Workstation 4.0 and Windows® Me:*

Select **Start, Settings, Control Panel, Add/Remove Programs** and the **Install/Uninstall** tab.

Select **SmartUI for Paperport®** and click the **Add/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Add/Remove** button.

*For Windows® 2000 Professional:*

Select **Start, Settings, Control Panel** and **Add/Remove Programs**.

Select **SmartUI for Paperport®** and click the **Change/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.


*For Windows® XP:*


Select **Start, Control Panel, Add or Remove Programs** and the **Change or Remove Programs** icon.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

# 4

## Using the SmartUI for Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0

 If you are using Windows® 2000 Professional or Windows NT® 4.0, we recommend that you are logged on with administrator rights.

 PC-FAX is not available for mx2100.

### SmartUI

---

The SmartUI is a software utility that pops up on the PC screen whenever paper is put in the ADF of the machine. This allows you to quickly and with very few mouse clicks, to access the most frequently used scanning applications. Using the SmartUI stops the need to manually startup any specific applications.

The SmartUI provides three operations (Scan, Copy and PC-Fax):

- Scan directly to a file, E-mail, word processor or graphic application of your choice
- Copy
- PC Fxing using the PC-FAX software





# AutoLoad the SmartUI


---

The SmartUI is loaded every time Windows® is started.

When the SmartUI is loaded, the **SmartUI**  icon will appear on the task bar.



If you don't want the SmartUI to load automatically, you can turn off AutoLoad.

 If the **SmartUI**  icon does not appear on your task bar, you will have to launch the software.

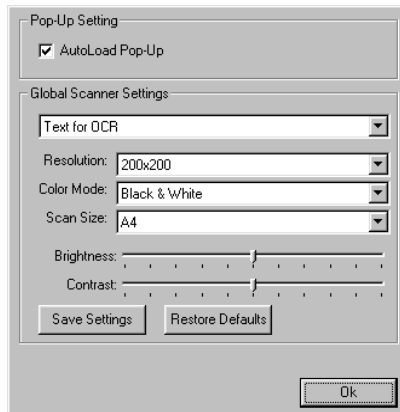
Double-click the **SmartUI**  icon on the desktop or from the **Start** menu, select **Programs, ScanSoft® PaperPort® 8.0**, and then click **SmartUI POPUP**.

## How to turn off AutoLoad

---

- 1 Left-click the SmartUI  icon and click **Show**.
- 2 When the SmartUI window appears, left click the **SmartUI**  button.

A dialog box will appear:



- 3 Uncheck the 'AutoLoad' Pop-Up check box.

# SmartUI features

## Auto Configuration

---

During installation the SmartUI will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the SmartUI will create a link and a scanning application button for Outlook.

You can change a default application. Right-click the appropriate SmartUI button to display *Configurations* and then click it. Select a different application.

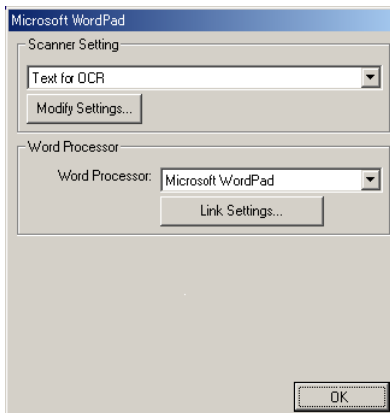
For example, you can change a scan button from MS Word Pad



to MS Word



by changing the application that is listed for the Word Processor.



## Scan key operations

---

*Scan to File*—Allows you to scan directly to a file on your computer. You can change the file type and directory for the document you are scanning.

*Scan to E-mail*—Allows you scan a picture or text document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

*Scan to OCR (Word Processor)*—Allows you to scan a text document, run ScanSoft® OmniPage® OCR, and insert the text document (not a graphic image) into a word processing file. You can choose the word processing application, such as Word Pad, MS Word, and so on.

*Scan to Image*—Allows you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint.

## Copy operations

---

*Copy*—Allows you use the PC and any Windows® printer driver for enhanced copy operations.

You can scan the page on the machine and print the copies using any of the features of the Imagistics printer driver.

—OR—

You can send the copy output to any standard Windows® printer driver that is on your PC.

## PC-Fax operation (For fx2100 and sx2100 only)


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*Send a Fax*—Allows you scan a picture or text document and send the image as a fax from the PC using the PC-FAX software.

## Scanner settings for Scan, Copy and PC-Fax buttons

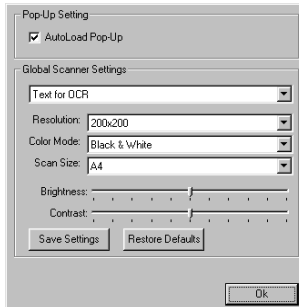
---

When the Pop-Up screen appears, you can access the Scanner Settings window.

Click the **Smart Click**  icon at the top right of the SmartUI screen

—OR—

Click the **Modify Settings** button on any of the Configuration screens.



## Global settings

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*AutoLoad Pop-Up*—Select this checkbox if you want SmartUI to load when you turn on your computer.

## Setting up the scanner configurations

---

The Pop-Up application stores eight different scanning modes. Each time you scan a document, you can choose the most appropriate scanning mode from the following:

- Faxing, Filing and Copying*
- Text for OCR*
- Photos*
- Photos (High Quality)*
- Photos (Quick Scan)*
- Custom*
- Draft Copy*
- Fine Copy*

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

*Resolution*—From the pull-down list, select the scanning resolution you most often use.

*Color Mode*—From the pull-down list, select the color settings you most often use.

*Scan Size*—From the pull-down list, select the scan size you most often use.

*Brightness*—Slide the adjuster from 0% to 100%

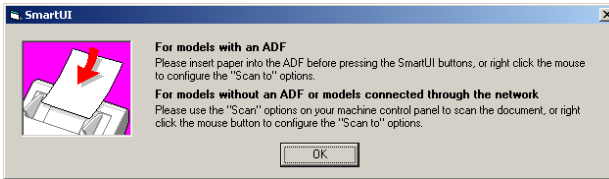
*Contrast*—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or want the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

## Perform an operation from the SmartUI screen

---

If you see this screen it means you left-clicked a button in the SmartUI window without first placing a document in the ADF.



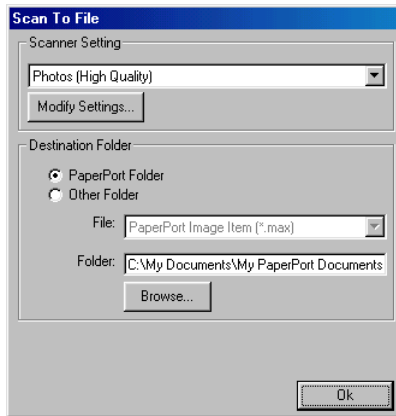
Place the document in the machine's ADF, and then click **OK** to go to the SmartUI screen.



If you want to scan the document from the scanner glass, please use **Scan** on the control panel of the machine (For fx2100 and mx2100 only).



# Scan to File



## To access Scan to File Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
- 2 Right-click Scan to File and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the SmartUI.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.**

To change any of the settings for the mode, click **Modify Settings**.

## Destination folder

---

*PaperPort® Folder*—Select this checkbox to scan the document into your PaperPort® folder.

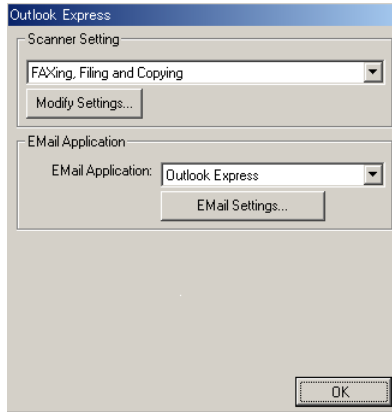
*Other Folder*—Select this checkbox, to scan the document as another file type or to store it in another directory/folder.

*File*—If you selected Other folder from the pull-down list, select the type of file:

- PaperPort® Image Item (\*.max)
- PaperPort® Self-Viewing (\*.exe)
- PaperPort® Browser-Viewable (\*.htm)
- PaperPort® 5.0 Image Item (\*.max)
- PaperPort® 4.0 Image Item (\*.max)
- PaperPort® 3.0 Image Item (\*.max)
- Windows Bitmap (\*.bmp)
- PC Paintbrush (\*.pcx)
- PCX Multi-page (\*.dcx)
- JPEG (\*.jpg)
- TIFF-Uncompressed (\*.tif)
- TIFF-Group 4 (\*.tif)
- TIFF-Class F (\*.tif)
- TIFF Multi-page - Uncompressed (\*.tif)
- TIFF Multi-page - Group 4 (\*.tif)
- TIFF Multi-page - Class F (\*.tif)
- Portable Network Graphics (\*.png)
- FlashPix (\*.fpx)

To Search your system for the directory and folder you want, click the **Browse** button. Click **OK** to save your settings.

# Scan to E-mail



## To access Scan to E-mail Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
  - 2 Right-click the E-mail application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **SmartUI**.
  - 3 To save your settings, click **OK**.
- OR—
- To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

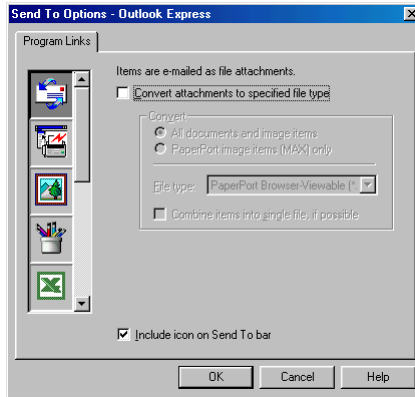
To change any of the settings for this mode, click **Modify Settings**.

## E-mail application

---

**E-mail Application**—From the pull-down list, select your E-mail application.

**E-mail Settings**—Click the **E-Mail Settings** button to set up links. The **Send To Options** window will appear:



## Send to Options

---

**Convert attachments to specified file type**—Converts items to the type in the **File type** box. Clear this check box to keep files in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

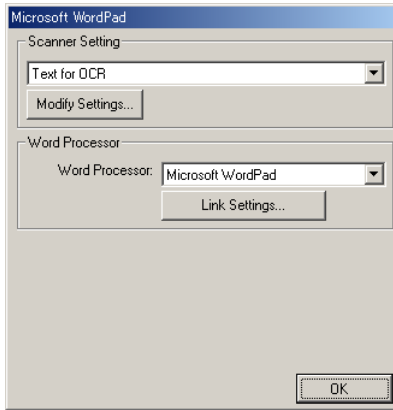
**All documents and image items**—Converts all items regardless of the program in which the item was created; for example, converts all Word (doc) files and JPEG (.jpg) files to the file type.

**PaperPort® image items (MAX) only**—Converts only PaperPort® image items (.max) files. PaperPort® does not convert other file types, such as JPEG images and Word documents.

**File type**—Identifies the format in which to convert items; for example, JPEG or TIFF.

**Combine items into single file, if possible**—Combines all selected items into a single file that contains multiple pages. This option is available only when the file type supports multiple pages, such as multi-page TIFF.

# Scan to OCR (Word Processor)



## To access Scan to OCR Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
  - 2 Right-click the word processor application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **SmartUI**.
  - 3 To save your settings, click **OK**.
- OR—
- To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

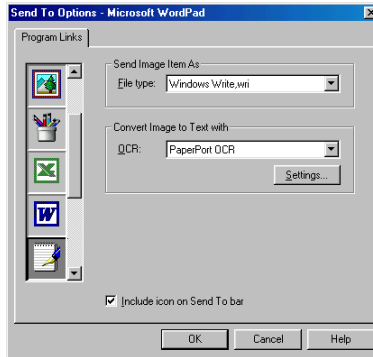
From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.**

To change any of the settings for this mode, click **Modify Settings**.

# Word Processor

*Word Processor*—From the pull-down list, select the word processor you want to use.

Click the **Link Settings** button to display the screen to set up the document format you want to use and identify the OCR program:

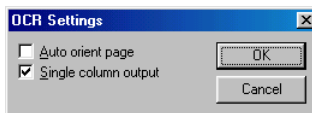


*File type*—From the pull-down list, select the file type you want to use for your word processor or text documents.

*OCR*—Identify the OCR program to use to convert scanned document images to editable documents. This option is available only when you have an OCR program other than the one provided with PaperPort®. (PaperPort® 8.0 SE uses the same OCR engine that is in ScanSoft®'s OmniPage® Pro Millennium product.)

Click the **Settings** button to choose how the OCR application will read the pages that you scan into your word processor application.

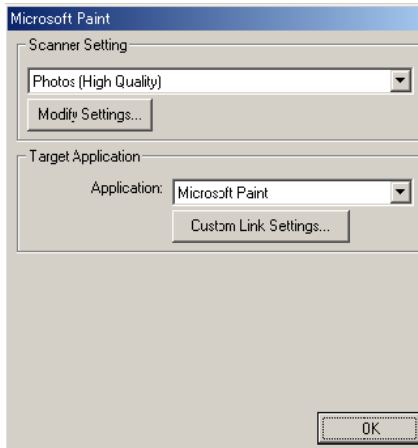
The **OCR Settings** window will appear:



Select your setting and click **OK**.

- *Auto orient page*—Click this checkbox to automatically rotate pages so that the text is upright.
- *Single column output*—Click this checkbox if you want to remove columns from multi-column documents so that converted text appears in a one-column format.

# Scan to Image



## To access Scan to Image Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
- 2 Right-click the graphic application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **SmartUI**.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner Settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

## Target Application

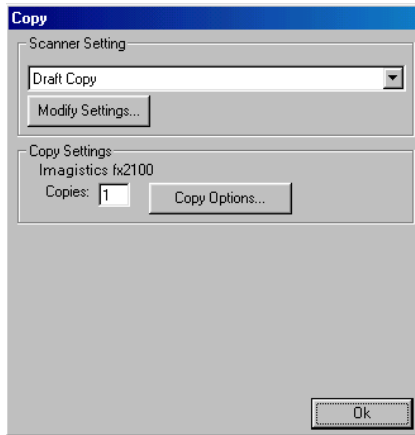
---

*Application*—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings** button to set up links for your user-defined application.



# Copy



## To access the Copy Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
- 2 Right-click the Copy and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the SmartUI.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

## Number of copies

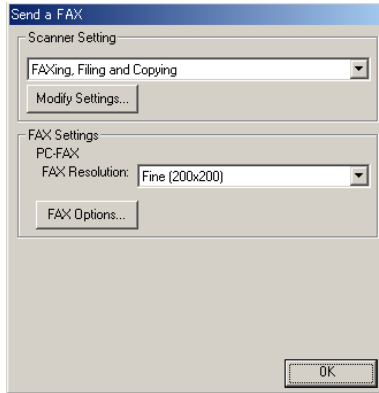
---

*Copies*—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options** button.

Click **OK** to save your Copy settings.

# Send a fax (For fx2100 and sx2100 only)



## To access the Send a fax Configurations screen

---

- 1 Place the document face up in the ADF. The SmartUI screen will pop up.
- 2 Right-click the Send a fax and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the SmartUI.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

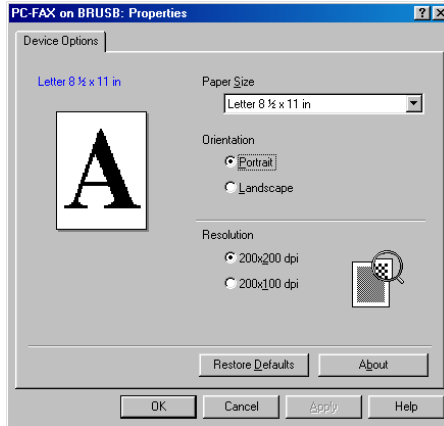
# PC-FAX Settings

## PC-Fax

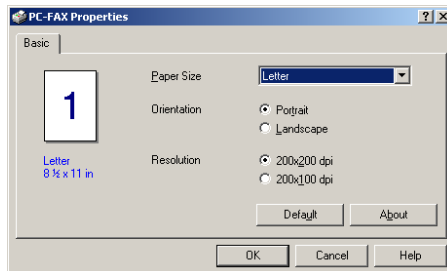
*FAX Resolution—Fine (200 × 200)*

- 1 To change the fax options, click the **FAX Options** button. The PC-FAX Properties screen appears:

*For Windows® 98/98SE/Me and Windows NT® WS 4.0*



*For Windows® 2000 Professional*




- 2 Select the Paper Size and Orientation (Portrait or Landscape) and click **OK**.



To go back to the factory default settings, click the **Restore Defaults** or **Default** button.

# 5 Using the Windows®-Based SmartUI

(For Windows® XP)


 PC-FAX function is not available for mx2100.

## SmartUI


The SmartUI is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the SmartUI eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on your computer. The SmartUI provides four categories of operations:

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Enhanced copy functions, such as Four/Two or One-on-One Copying.
- 3 PC Faxing using the PC-Fax software.
- 4 Custom buttons allow you to configure a button to meet your own application requirements.




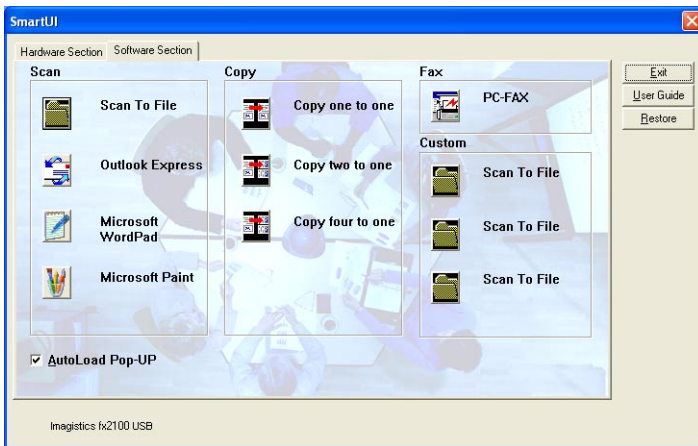
In the Task Tray right-click on the SmartUI  icon and select **Show** to have access to the SmartUI window.

# AutoLoad the SmartUI

The SmartUI is initially configured to automatically load each time Windows® is started. When the SmartUI is loaded the SmartUI  icon will appear in the task bar. If you don't want the SmartUI to load automatically, you can turn AutoLoad off.

## How to turn off Auto Load

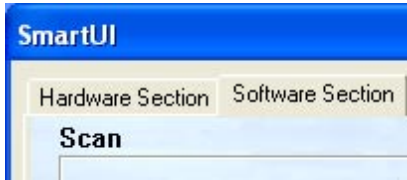
- 1 Right-click the SmartUI  icon in the Task Tray and select **Show**.
- 2 The main SmartUI window appears. Please look at the bottom of the window for a check box labelled “AutoLoad Pop-up”.



- 3 Uncheck the AutoLoad Pop-Up option to prevent the SmartUI from automatically loading every time Windows® is started.

# SmartUI features

The SmartUI control center gives you the ability to configure the hardware **Scan** key on your machine such as “Scan to File”. The “Scan to File” feature allows you to scan a document directly to your hard disk and choose the file format and destination folder without having to run any other applications. Select which section you want by clicking on the appropriate tab.



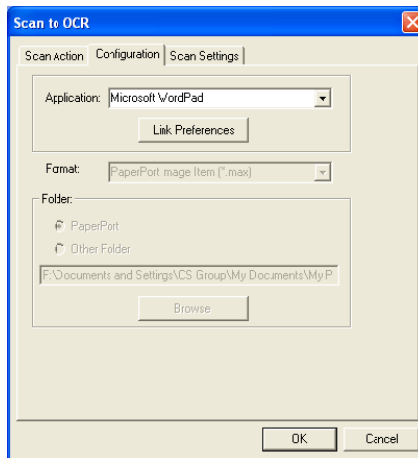
# Auto Configuration

---

During the installation process the SmartUI checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor.

**For example**, if you are using Outlook as your default E-mail application, the SmartUI automatically will create a link and a scanning application button for Outlook.

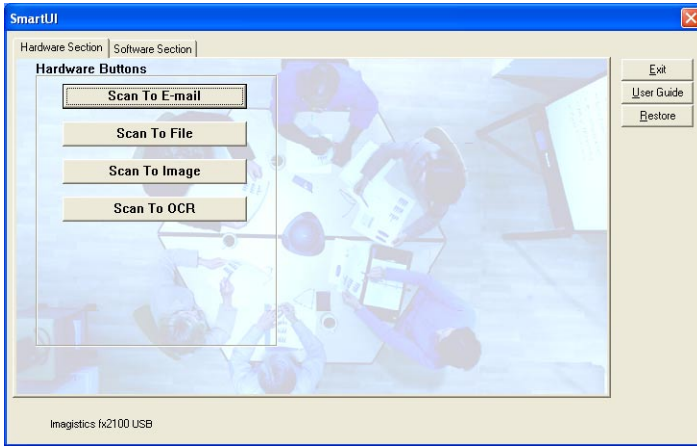
You can change the default application by right-clicking on any of the scan buttons in the SmartUI and then clicking *Configuration*. Select the Configuration tab and from the Application pull down menu select a different application. For example, you can change the E-mail scan button from Outlook Express to Outlook by changing the application that is listed.





# Hardware Section: Changing the Scan to button configuration

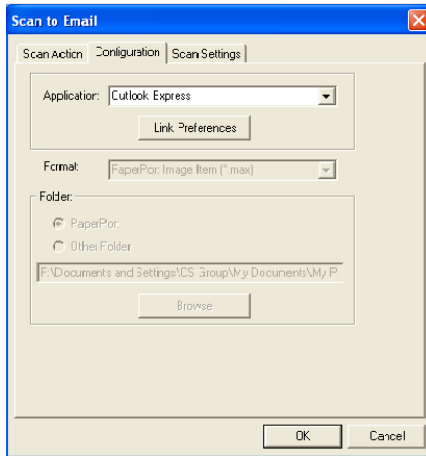
When the SmartUI is displayed, you can access the Hardware Section window to reconfigure the **Scan** button on your machine. Click the Hardware Section tab at the top left of the SmartUI screen. (See *Using the scan key (For USB or Parallel interface cable users)* on page 3-18.)



## Scan to E-mail

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To configure the Scan to E-mail feature left-click on the **Scan to E-mail** button and the following screen will appear. You have the ability to change the configuration that includes the destination E-mail application, attachment file and the scanner settings.

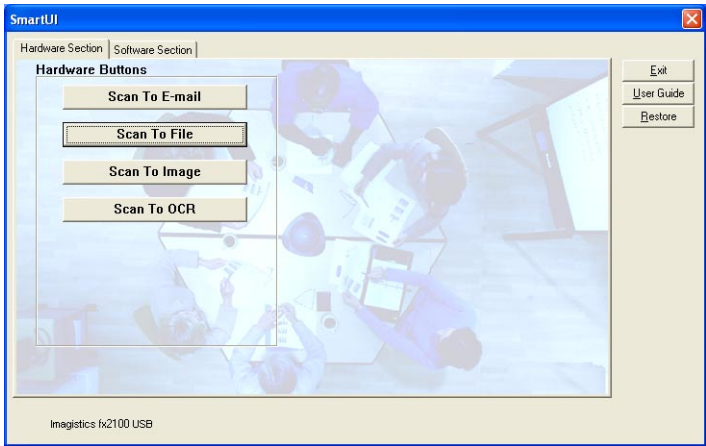


To change the destination E-mail application you use the Application pull down list to select the compatible E-mail application, which is installed on your system.

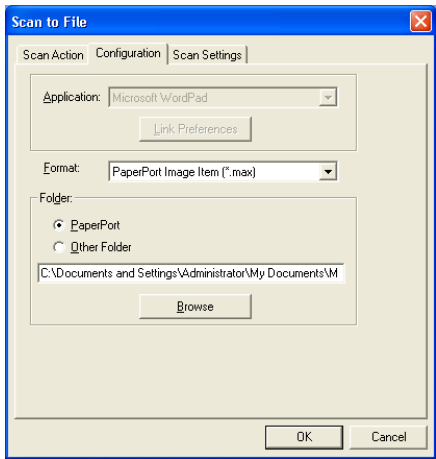
If you wish to change the attachment file type click on the **Link Preferences** button to display a list of file types.

# Scan to File

---

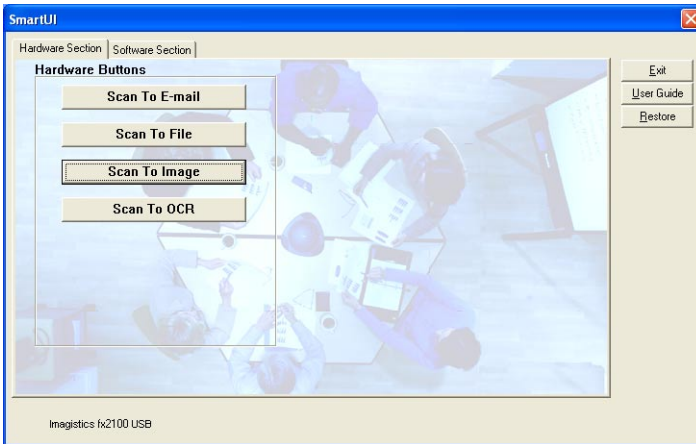


To configure the Scan to File feature, left click on the Scan to File button and the following screen will appear.

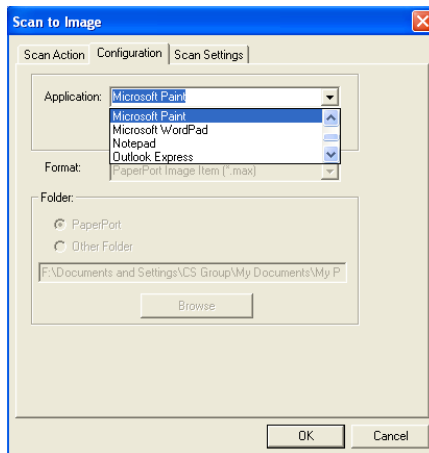


Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by clicking the Browse button.

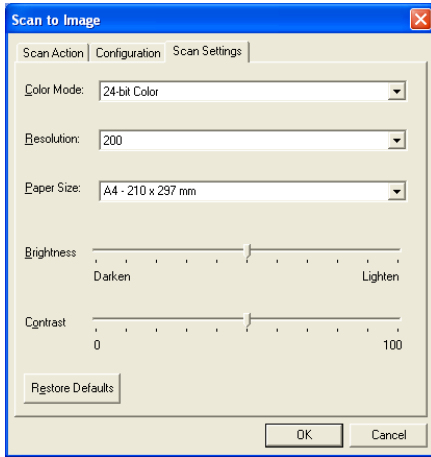
# Scan to Image



To configure the Scan to Image feature left-click on the **Scan to Image** button and the following screen will appear. You can change the configuration, which includes the destination image format or document application.



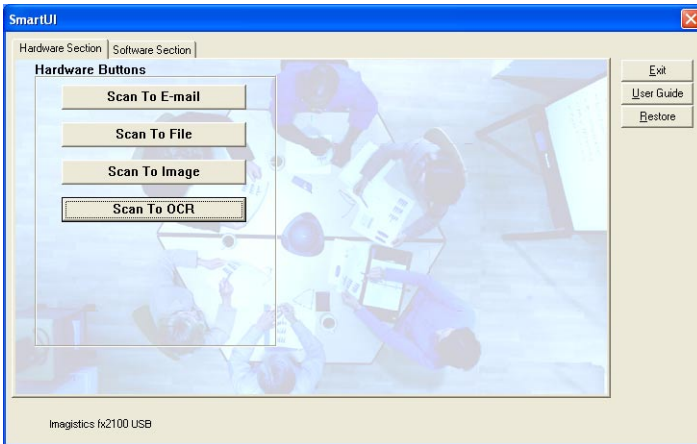
To change the default settings of the scan, click on the **Scan Settings** tab.



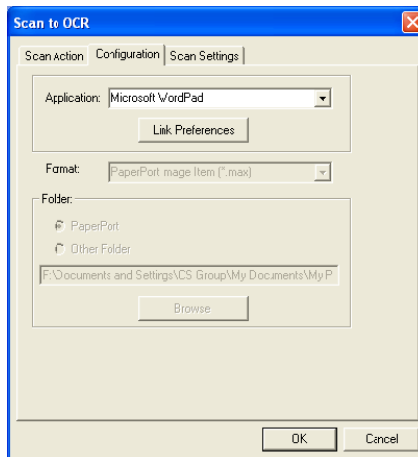
You can set Color Mode to Black & White or 8-bit Gray (for sx2100) —**OR**— Black & White, 8 bit Gray or 24-bit Color (for fx2100 or mx2100).

The resolution can be changed from 100 to 1200 dpi. You can define the size of the paper you're using, and you can adjust the brightness and contrast of the image before scanning.

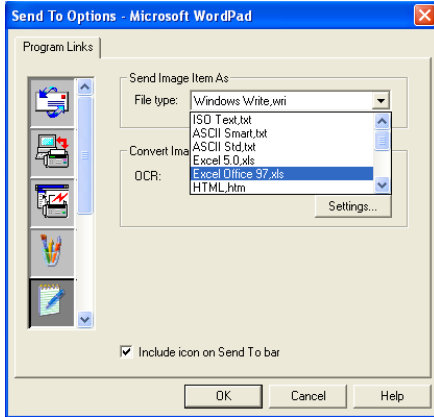
# Scan to OCR



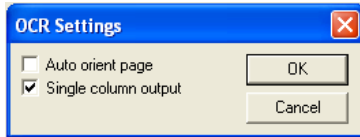
To configure the Scan to OCR feature left-click on the **Scan to OCR** button and the following screen will appear. You can change the configuration, which includes the destination applications.



You have the option to send your scan as a different file type. You can select the application from the File Type window according to your needs.

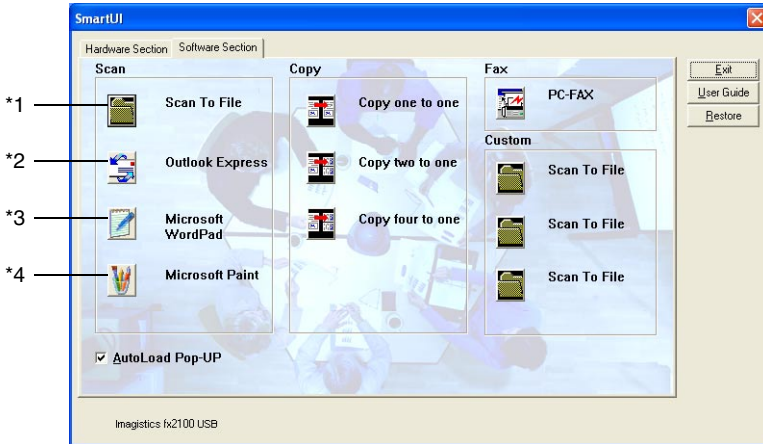


You have the option to choose your OCR setting from **Single column output** to **Auto orient page**.



# Software Section

The Software Section contains four groups of scan to buttons. Each section has a number of different buttons which are predefined for the most frequently used applications. The **Scan** section contains four buttons for Scan to File, Scan to E-mail, Scan to Word Processor and Scan to Image applications. The **Copy** section contains four buttons for N to 1 copying. The **Fax** section button is for sending faxes using the PC-FAX application and the **Custom** section contains three buttons with which you can assign your own function.





## Scan

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\*1 *Scan to File*—enables you to scan directly to a disk file. You can change the file type and destination directory, as needed.

\*2 *Scan to E-mail (Default: Outlook Express)*—enables you to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

\*3 *Scan to Word Processor (Default: MS WordPad)*—enables you to scan a page or document, automatically run ScanSoft® OmniPage® OCR and insert the text (not graphic image) into a word processing program. You have the option of selecting the destination word processing program, such as WordPad, MS Word, Word Perfect or whichever word processing program is installed on your computer.

\*4 *Scan to Graphic Application (Default: MS Paint)*—enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editor application you already have installed on your computer.

## Copy

---

*Copy (Copy one to one)*—allows you to use the PC and any Windows® printer driver for enhanced copy operations. You can scan the page on the machine and print the copies using any of the features of the machine printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC including network printers.

*Four/Two to One Copy*—enables you to use the Four/Two on One-page features of the fx2100 printer driver to copy four/two document pages onto a single output page.

## **Fax (For fx2100 and sx2100 only)**

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*Send a Fax (PC-FAX)*—enables you to scan a page or document and automatically send the image as a fax from the PC using the PC-FAX software.

## **Custom**

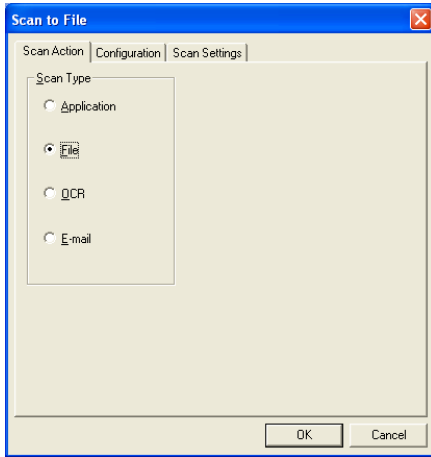
---

*Scan to File*—These buttons have been pre-programmed for the Scan to File feature. You can change the configuration of each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

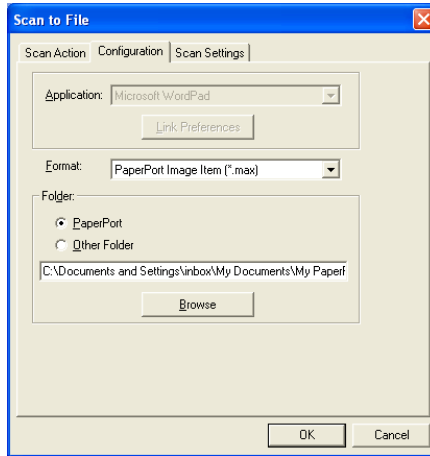
# Scan to File

The Scan to File button allows you to scan an image and save it in a specific file type to any directory on your hard disk. This allows you to easily archive your paper documents. To configure the file type and save to directory right-click on the Scan to File button and click Configuration.

The Scan Action tab is set to File and should not be changed.



To change the configuration click on the Configuration tab.

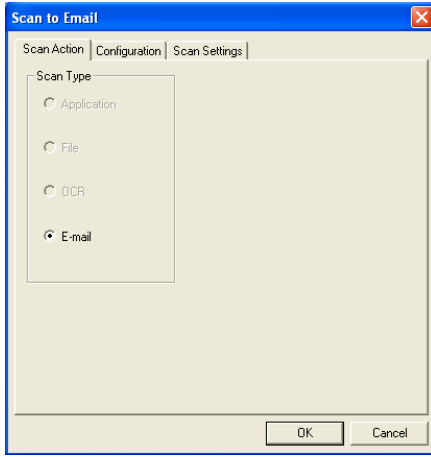


Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort®, or you can select another folder/directory by clicking the Browse button.

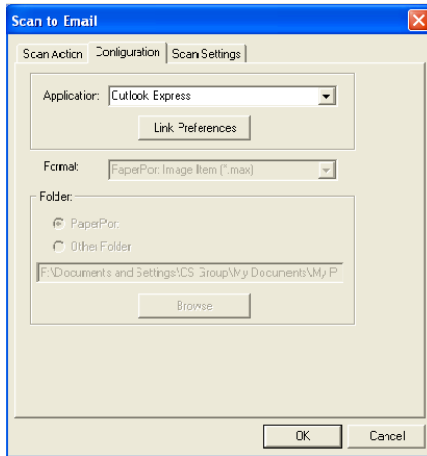
You can change the default setting by selecting the Other Folder button and then clicking Browse and selecting the folder in which you wish to save your files.

# Scan to E-mail

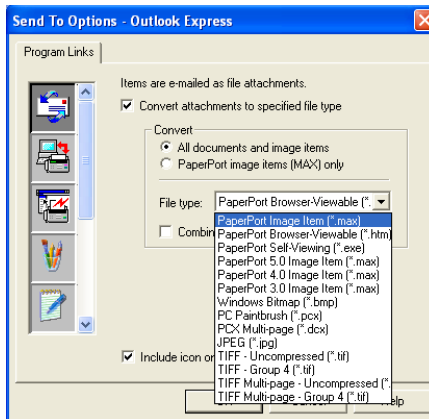
The Scan To E-mail is automatically configured to your default E-mail application. To change the default E-mail application or attachment file type, right-click on the E-mail button and select “Configuration”. The Scan Action tab is set to E-mail and should not be changed.



To change the E-mail application click on the Configuration tab. From the Application pull down list, select your preferred E-mail application.



To change the file type of the attachment click the **Link Preferences** button to set up links. Check the **Convert attachments to specified file type** box and then select the appropriate file type from the pull down list.



## File attachments

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Items are mailed as file attachments using the file type you have selected.

*Convert attachments to specified file type*—Click this check box if you want to change the file type of attachments.

*All documents and image items*—Click this check box if you want to convert all scanned images to the same file type.

*PaperPort® image items (MAX) only*—Click this check box if you want to convert only attachments that are PaperPort® MAX files.

*Combine items into single file, if possible*—Click this check box if you want to combine all the attachments into one file. With this box unchecked each scanned page will be saved in its own individual file.

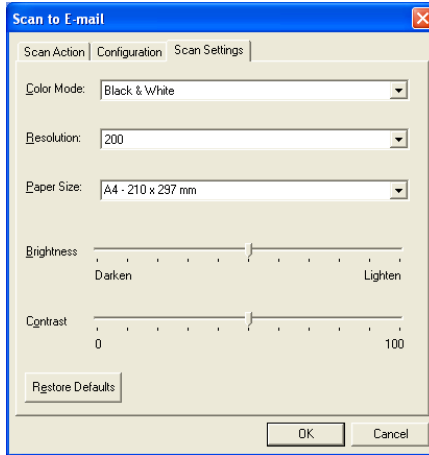
*File type*—Select from the pull-down list the type of file you want the scanned images to be saved in.

- PaperPort® Image Item (\*.max)
- PaperPort® Browser-Viewable (\*.htm)
- PaperPort® Self Viewing (\*.exe)
- PaperPort® 5.0 Image Item (\*.max)
- PaperPort® 4.0 Image Item (\*.max)
- PaperPort® 3.0 Image Item (\*.max)
- Windows Bitmap (\*.bmp)
- PC Paintbrush (\*.pcx)
- PCX Multi-page (\*.dcx)
- JPEG (\*.jpg)
- TIFF-Uncompressed (\*.tif)
- TIFF Group 4 (\*.tif)
- Multi-Page -Uncompressed (\*.tif)
- Multi-Page - Group 4 (\*.tif)

## Scanner settings

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You have the ability to change the scanner settings used to create the file attachments. Click on the Scan Settings tab and select the appropriate settings.

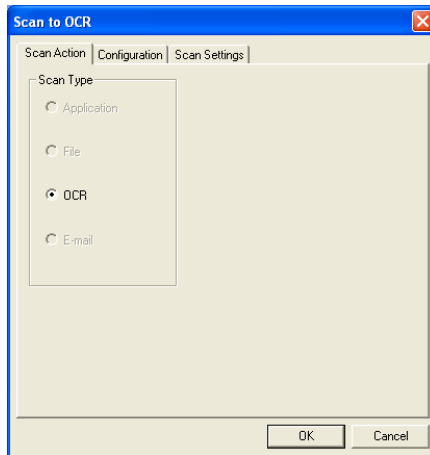




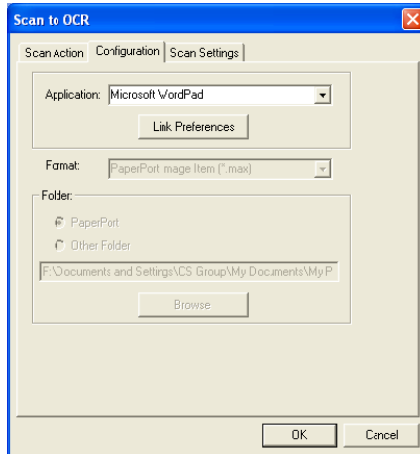
# Scan to OCR (Word Processing program)

Scan to OCR converts the graphic page image data to text which can be edited by any word processor program. You can change the default word processor program (example: Word Pad instead of Word) and file type. You can also choose another OCR software package besides the OmniPage® OCR which is built into PaperPort®.

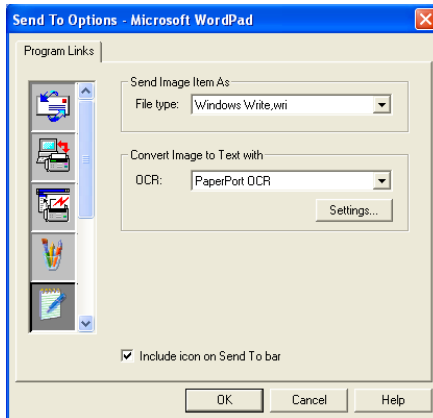
To configure Scan to OCR right-click on the WordPad button and select Configuration. The Scan Action tab is set to OCR and should not be changed.



To change the word processing application click on the Configuration Tab. You can select the destination word processing application from the Application pull down list.



To change the program link preferences click the Link Preferences button.



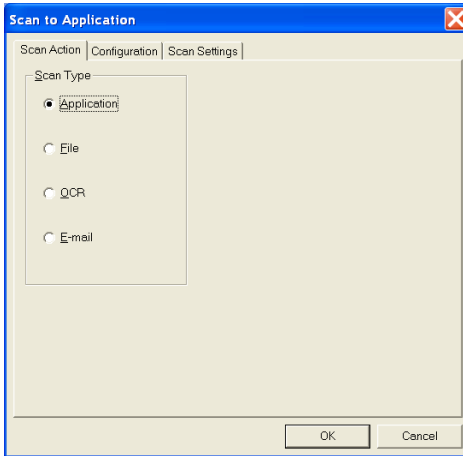
**File Type**—From the pull-down list, select the file format you want to use for documents.

**OCR**—Select the OCR application from the OCR pull down list.

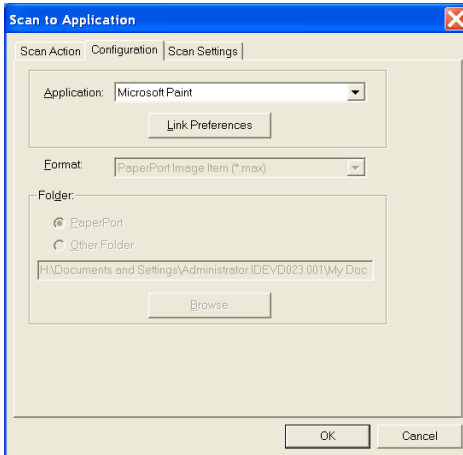
# Scan to Graphics application (example: Microsoft Paint)

The Scan to Graphics Application allows you to scan an image so you can edit the image. To change the default graphics application right-click on the button and select Configuration.

The Scan Action tab is set to Application and should not be changed.

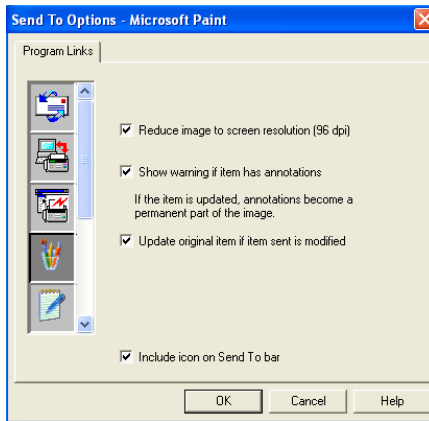


To change the configuration of the destination application click on the Configuration Tab.



To change the destination application select the appropriate application from the Application pull down list.

To change the other configuration options click the Link Preferences button.



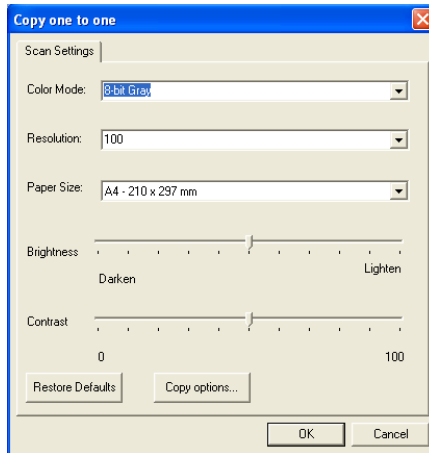
This option enables you to reduce image to screen resolution (96dpi), show a warning if the item has annotations, update the original item if sent item is modified, if needed.

# Copy

---

The copy buttons can be customized to allow you to take advantage of the features built into the Imagistics printer drivers to do advanced copy functions such as n-in-1 printing.

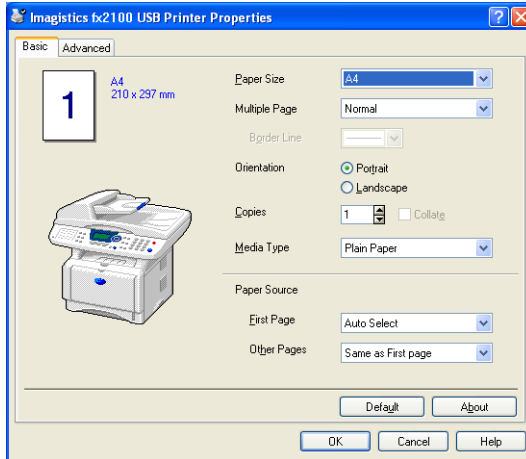
The Copy buttons are automatically linked to the default Windows® printer driver. You can set any printer as the default printer including non-Imagistics printers. Before you can use the Copy buttons you must first configure the printer driver by right-clicking on a Copy button and selecting Configuration.



In the Scan Settings window you can select the color mode, resolution, paper size, brightness and contrast settings to be used. To finish the Copy button configuration you must set the printer driver. Click the Copy options button to display the printer driver settings.



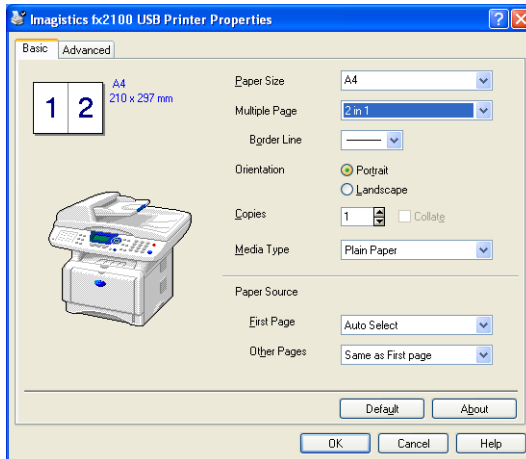
The copy options screen will vary depending upon which model you purchased.



Select the number of Pages Per Sheet from the Scaling selections. As an example to configure the section Copy button to copy two pages to one you must select 2 in 1.



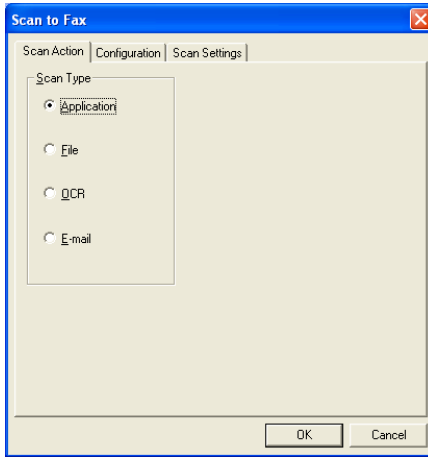
You must configure each of the copy buttons before they can be used.



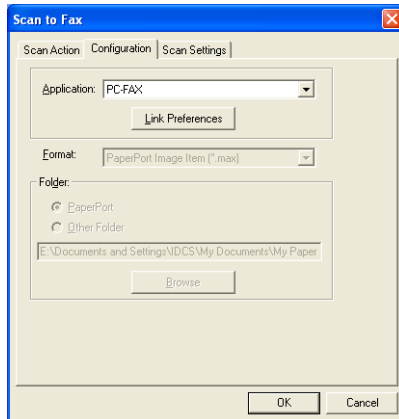
# Fax setting (PC-Fax using the Fax Driver) (For fx2100 and sx2100 only)

The machine includes a PC-Fax driver, which allows any Windows® Application to send a Fax as simply as printing a document. The SmartUI automatically configures the Fax button to use the PC-FAX driver no user configuration is required.

The Scan Action tab is set to Application and should not be changed.

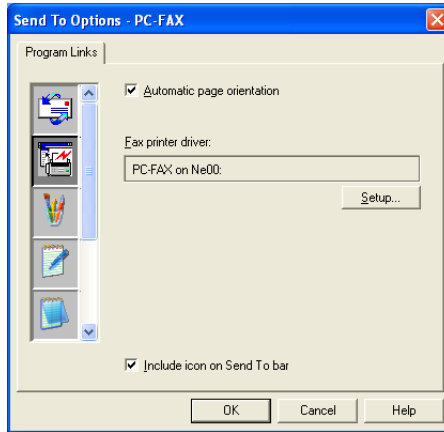


To change the PC-FAX settings click the Link Preferences button, found in the Configuration tab.



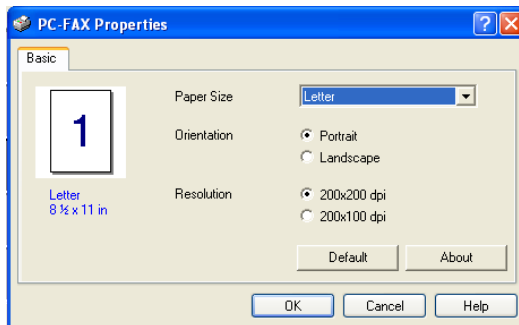
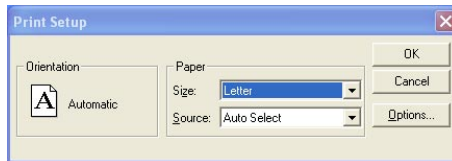
# FAX settings

## PC-FAX



To change the driver settings, click on the Setup button.

Select the *Paper Size*, *Paper Source*. If you need more customized setup, click on the Options button.



Select the *Paper Size*, Orientation (Portrait or Landscape) and Resolution (200x200 dpi or 200x100 dpi), and click **OK**.

To return to the factory default settings, click the **Default** button.



# Custom: User-defined buttons

There are up to three Custom buttons on the SmartUI. You can set your own preferences and configuration to fit your required application.

To configure a Custom Button right click on the button and then click Configuration. The configuration window will appear. You have four function choices Application, File, OCR and E-mail.

**Application:** This setting will link the Control Panel button to any button which appears on the PaperPort® Send to Bar. Please see the PaperPort® help file for more information regarding PaperPort® compatible applications.

**File:** This setting allows you to save a scanned image to any directory on local or network hard disk. You can also select the file format to be used.

**OCR:** Scanned documents will be converted to editable text files. If you have a third party OCR software package installed on your PC you can select it. The default OCR software is OmniPage® which is built into PaperPort® 8.0 SE. You can also select the destination word processor and file format for the editable text.

**E-mail:** Scanned images will be attached to an E-mail message. You can choose which E-mail package to use if you have more than one installed on your system. You can also select the file type for the attachment and create a quick send list of E-mail addresses chosen from your default E-mail address book.

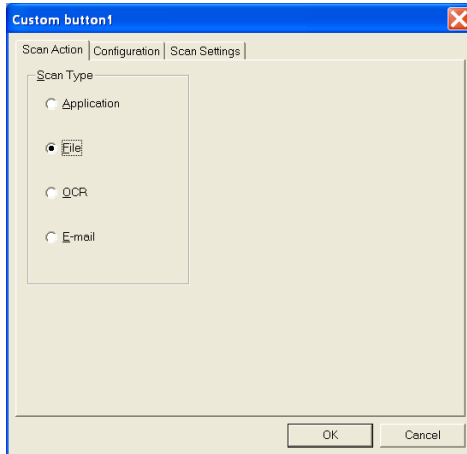
## Customizing a user-defined button

---

To configure a Custom button right-click on the button and then click Configuration. Please follow the following guide lines for Custom Button configuration.

### 1. Select the Scan Action

Select the type of scan by clicking the appropriate button.

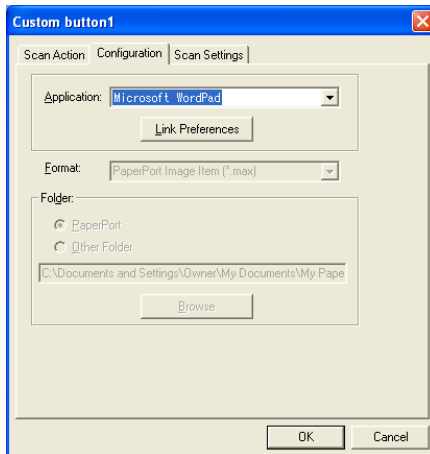


## 2. Select Configuration for the Scan Type.

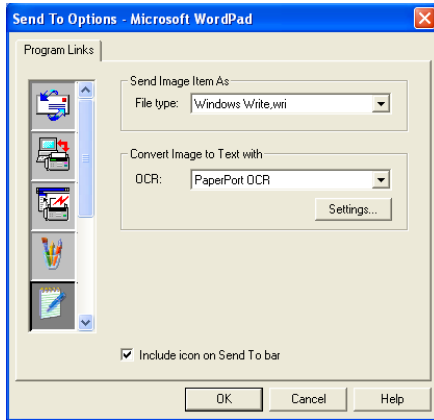
To configure the scan operation click on the Configuration Tab. Depending upon which Scan Type button you selected you will see a different Configuration Tab list of settings.

### Application:

Select the destination application program from the pull down list.

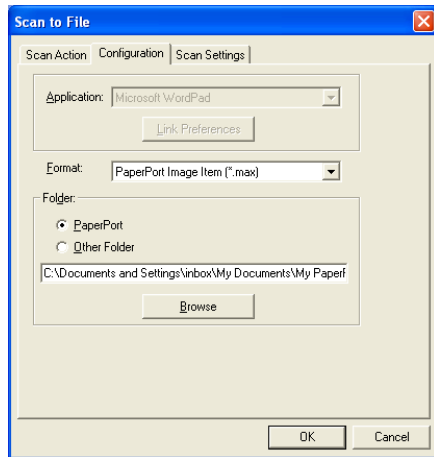


Click on Link Preferences to set the Send to options. You can select the application from the scroll menu on the left.



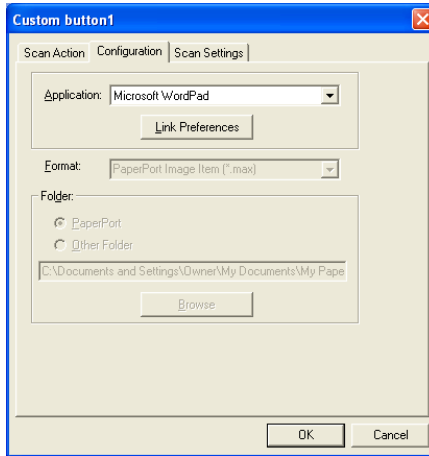
**File:**

Select the file format from the Format pull down list. You can either send the file to the default PaperPort® directory or select your own destination directory by selecting Other Folder. Use the Browse button to select the destination directory.

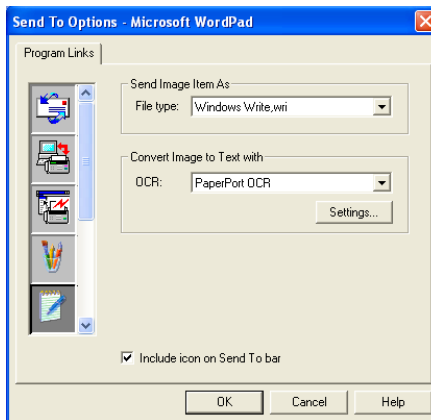


## OCR:

Select the destination word processing application program from the pull down list.

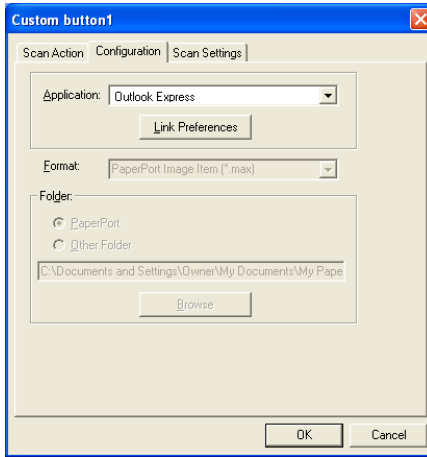


Click on Link Preferences and select the destination Application from the scroll menu on the left. Select the File Type from the File Type pull down list. You can also choose another OCR application from the OCR pull down list if another is installed on you system. Scansoft® OmniPage® is installed as part of the PaperPort® 8.0 SE application.

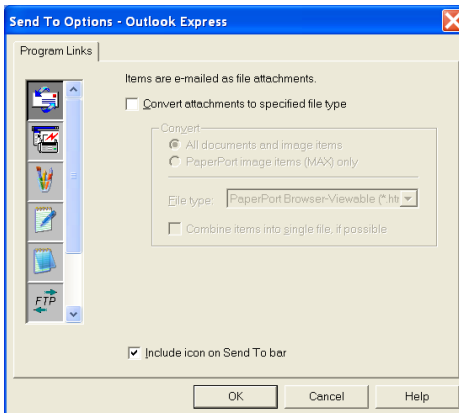


## E-mail:

Select the destination E-mail application program from the pull down list.

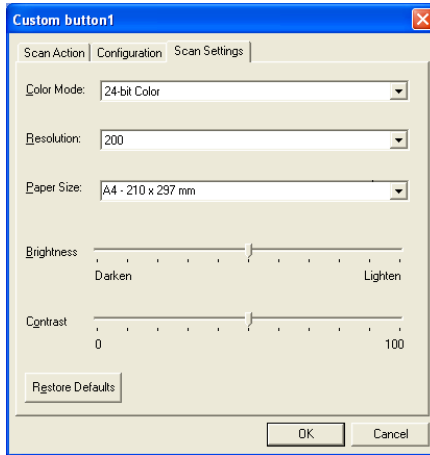


Click on the **Link Preferences** button to configure the Send To E-mail options. You can select the File type and Quick Send E-mail address list.



### 3. Select Scan Settings.

You can select the scanner settings from each of the Scan Type options for the Custom buttons. You have the option to select Color Mode, Resolution, Paper Size and Brightness and Contrast settings.



# 6

# Using Remote Setup (For fx2100 and sx2100 only)

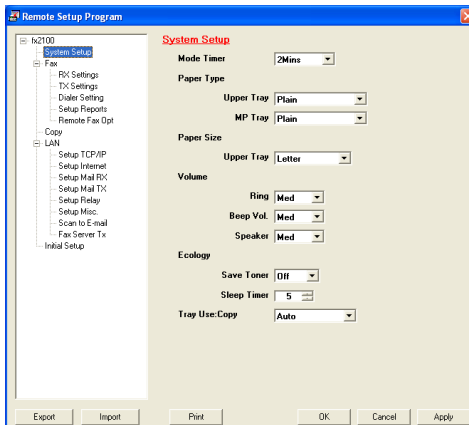
(For Windows®)

## Remote Setup

The Remote Setup application lets you set up your machine by using the ease and speed of programming on your PC. When you access this application, the settings on your machine will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.



You can't use the Remote Setup application if your machine is only connected to a Network with the optional Network LAN board. (See Web Based Management in the Network User's Guide.)



### OK button

When you click **OK**, the process of uploading the data to the machine begins. The Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

### Cancel button

The **Cancel** button clears your changes and exits the Remote Setup application without uploading any data to the machine.

### **Apply button**

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

### **Print button**

The **Print** button prints the selected items on the machine. You cannot print the Remote Setup changes until you click the **Apply** button to upload the new data to the machine. Then you can click the **Print** button to get an up-to-date printout.

### **Export button**

Click the **Export** button to save your current settings to a file.

### **Import button**

Click the **Import** button to read the settings from your saved file into the Remote Setup screen.



You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.



# 7

## Using PC-FAX software (For fx2100 and sx2100 only)

(For Windows®)

### PC-FAX sending

The PC-FAX feature lets you send a file from your PC.

You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note.

All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your fax.

The maximum amount of faxes that can be sent as “broadcast” using PC-FAX is 50 fax numbers.




- PC-FAX is available in Black & White only.
- If you are using Windows® XP, Windows NT® 4.0 or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

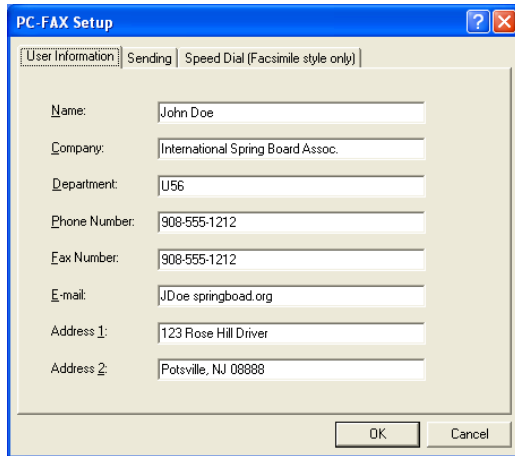
## Setting up user information

---



You can access the User Information from the FAX Sending dialog box by clicking .

(See *Sending a file as a PC-FAX using the Facsimile style* on page 7-16.)



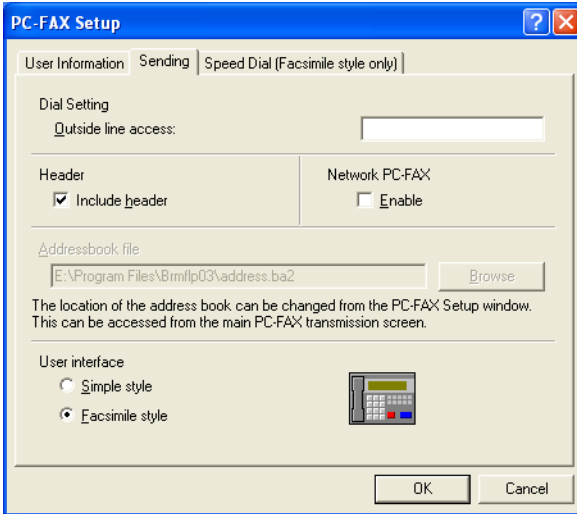
The screenshot shows the 'PC-FAX Setup' dialog box with the 'User Information' tab selected. The dialog box has a blue title bar with a question mark and a close button. Below the title bar are three tabs: 'User Information', 'Sending', and 'Speed Dial (Facsimile style only)'. The 'User Information' tab contains several text input fields with the following data: Name: John Doe; Company: International Spring Board Assoc.; Department: U56; Phone Number: 908-555-1212; Fax Number: 908-555-1212; E-mail: JDoe.springboard.org; Address 1: 123 Rose Hill Drive; Address 2: Potsville, NJ 08888. At the bottom right are 'OK' and 'Cancel' buttons.

Name:	John Doe
Company:	International Spring Board Assoc.
Department:	U56
Phone Number:	908-555-1212
Fax Number:	908-555-1212
E-mail:	JDoe.springboard.org
Address 1:	123 Rose Hill Drive
Address 2:	Potsville, NJ 08888

- 1** From the **Start** menu, select **Programs, Imagistics xxxxxx (where xxxxxx is the model name)**, and then select **PC-FAX Setup**.  
The **PC-FAX Setup** dialog box will appear:
- 2** You must enter this information to create the Fax Header and Cover Page.
- 3** Click **OK** to save the **User Information**.

# Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



The include header option sends an additional page of information along with fax or E-mail data which contains user and subject information.

The user has the choice of two user interfaces: Simple style or Facsimile style. To change the user interface select the interface setting you want: Simple style or Facsimile style.

## Outside line access

---

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example, if you must dial 9, to get an outside line in your office).

## Include header

---

To add header information to the top of the fax pages you send, check the Include header box.

## Addressbook file

---

You can select more than one database file to use with the Address Book. To select you must enter the path and file name of the database file.

—OR—

Use the **Browse** button to find the database to select.

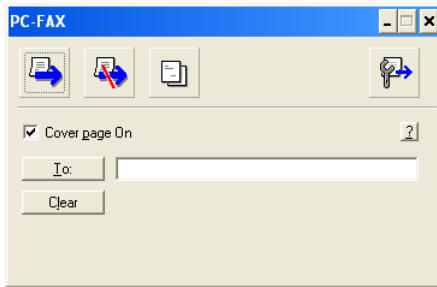
# User interface

---

In the **Sending** tab, select user interface.

You can choose the **Simple Style** or the **Facsimile Style**.

## Simple style

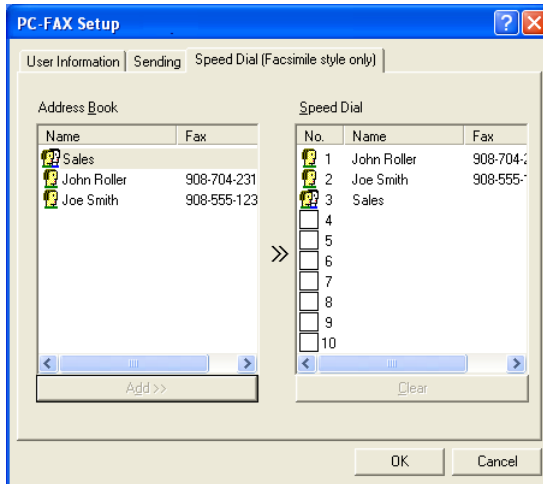


## Facsimile style



# Speed-Dial setup

From the **PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature you must select the **Facsimile Style** user interface.)



You can register a Member or Group on each of the ten Speed-Dial buttons.

## To register an address in a Speed-Dial button:

- 1 Click the Speed-Dial button you want to program.
- 2 Click the Member or Group you want to store on the Speed-Dial button.
- 3 Click **Add >>** to save it.

## To clear a Speed-Dial button:

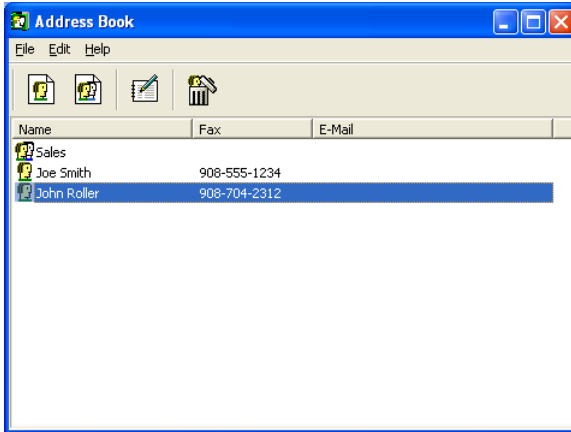
- 1 Click the Speed-Dial button you want to clear.
- 2 Click **Clear** to erase it.

# The Address Book

---


From the **Start** menu, select **Programs, Imagistics, xxxxxx** (where **xxxxxx** is the model name), and then click **PC-FAX Address Book**.

The **Address Book** dialog box will appear:

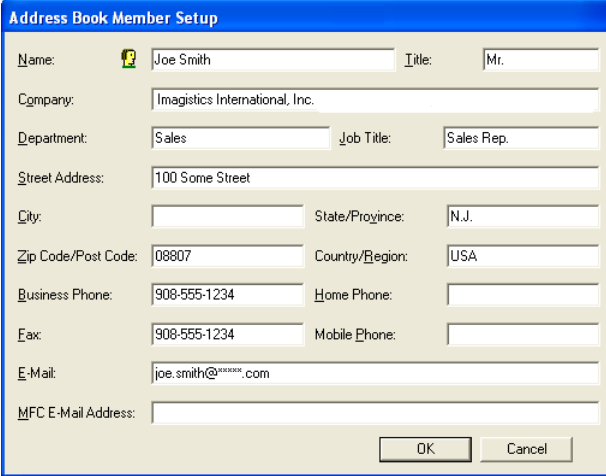


# Setting up a Member in the Address Book


In the **Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

- 1 In the Address Book dialog box, click the  icon to add a Member.

The **Address Book Member Setup** dialog box will appear:



**Address Book Member Setup**

Name:	 Joe Smith	Title:	Mr.
Company:	Imagistics International, Inc.		
Department:	Sales	Job Title:	Sales Rep.
Street Address:	100 Some Street		
City:		State/Province:	N.J.
Zip Code/Post Code:	08807	Country/Region:	USA
Business Phone:	908-555-1234	Home Phone:	
Fax:	908-555-1234	Mobile Phone:	
E-Mail:	joe.smith@*****.com		
MFC E-Mail Address:			

OK Cancel


- 2 In the Member Setup dialog box, type the Member's information. **Name** is a required field. Click **OK** to save the information.



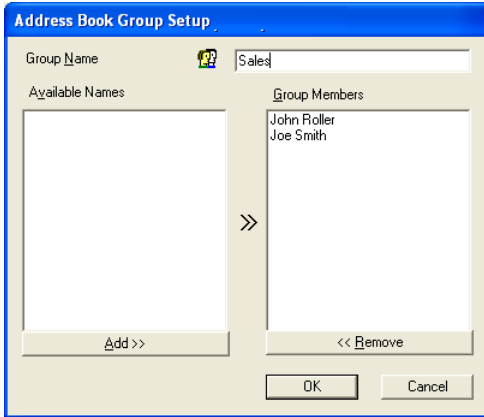
# Setting up a Group for Broadcasting

---

If you often send the same PC-FAX to several Members, you can combine them in a Group.

- 1 In the **Address Book** dialog box, click the  icon to create a Group.


The Group Setup dialog box appears:



- 2 Type the name of the new Group in the **Group Name** field.
- 3 In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.  
Members you add to the Group will be added to the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.


## Editing Member information

---

- 1 Select the Member or Group you want to edit.
- 2 Click the edit  icon.
- 3 Change the Member or Group information.
- 4 Click **OK** to save your changes.

## Deleting a Member or Group

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- 1 Select the Member or Group you want to delete.
- 2 Click the delete  icon.
- 3 When the **Confirm Item Delete** dialog box appears, click **OK**.

## Exporting the Address Book

---

You can export the whole Address Book to an ASCII text file (\*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

### To export the whole current Address book:



If you are creating a Vcard, you must first select the member.

If you select Vcard in Step 1, **Save as type:** will be **Vcard (\*.vcf)**.

- 1 From the Address Book select **File**, point to **Export**, and then click **Text**.

—OR—

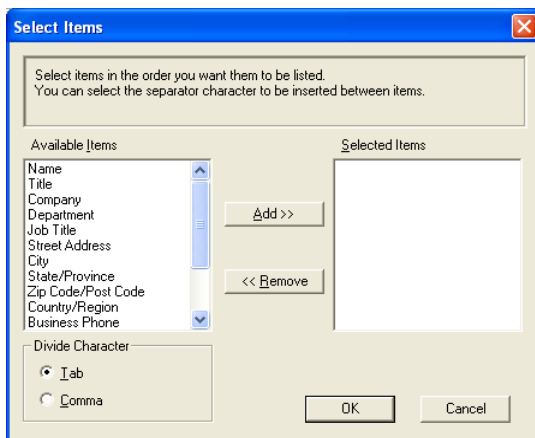
Click **Vcard** and go to Step 5.

- 2 From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

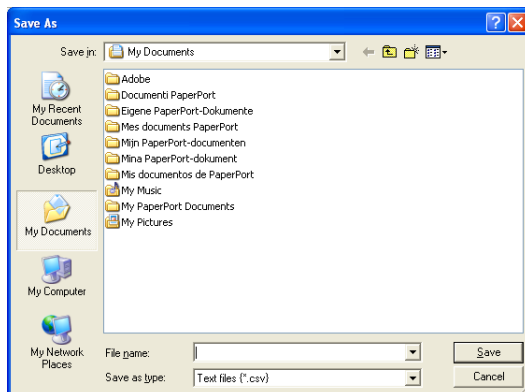


Select the items in the order you want them listed.

- 3 If you are exporting to an ASCII file, select the **Divide Character - Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.
- 4 Select **OK** to save the data.



- 5 Type the name of the file, and then select **Save**.



## Importing to the Address Book

---

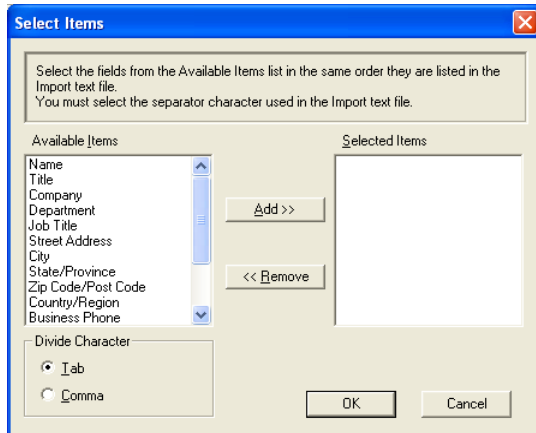
You can import ASCII text files (\*.csv) or Vcards (electronic business cards) into your Address Book.


### To import an ASCII text file:

- 1 From the Address Book select **File**, point to **Import**, and then click **Text**.

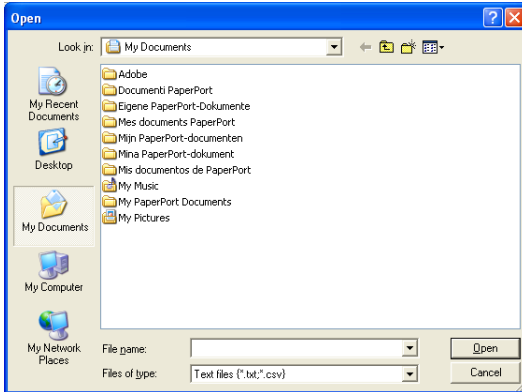
—OR—

Click **Vcard** and go to Step 5.




- 2 From the **Available Items** column select the data fields you want to import, and click **Add >>**.
-  From the Available Items list select the fields in the same order they are listed in the Import text file.
- 3 Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.
- 4 To import the data click **OK**.

5 Type the name of the file, and then select **Open**.

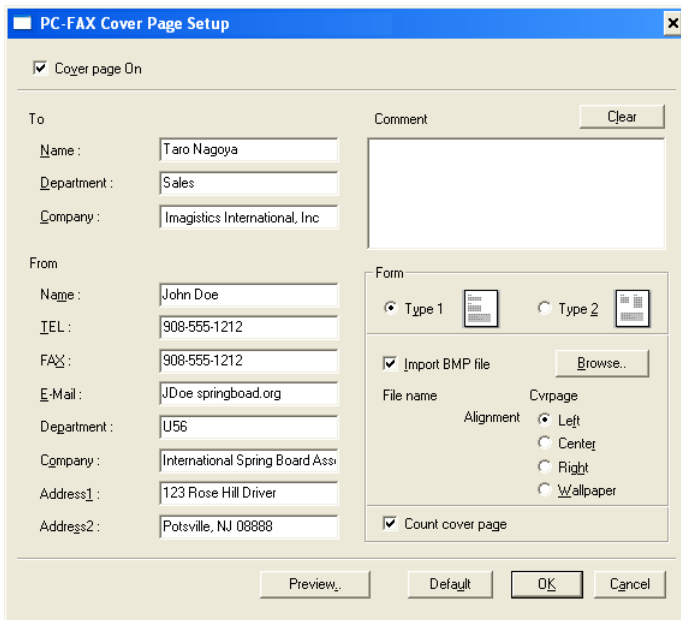


If you selected a text file in Step 1, the **Files of type:** will be **Text file (\*.csv)**.



## Setting up a Cover Page

From the PC-FAX dialog box click . To access the PC-Fax Cover page setup screen. (See *Sending a file as a PC-FAX using the Facsimile style* on page 7-16.)

The **PC-FAX Cover Page Setup** dialog box will appear:



The dialog box is titled "PC-FAX Cover Page Setup" and has a close button (X) in the top right corner. It contains the following fields and options:

- Cover page On
- To:**
  - Name: Taro Nagoya
  - Department: Sales
  - Company: Imagistics International, Inc
- Comment:** (Empty text area with a "Clear" button)
- From:**
  - Name: John Doe
  - TEL: 908-555-1212
  - FAX: 908-555-1212
  - E-Mail: JDoe.springboard.org
  - Department: U56
  - Company: International Spring Board Ass
  - Address1: 123 Rose Hill Driver
  - Address2: Potsville, NJ 08888
- Form:**
  - Type 1 
  - Type 2 
  - Import BMP file
  - File name: \_\_\_\_\_
  - Alignment:
    - Left
    - Center
    - Right
    - Wallpaper
  - Count cover page

Buttons at the bottom: Preview, Default, OK, Cancel

## You can enter information in each field

---



If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

**To**

**From**

**Comment**

Type the comment you want to add to the cover page.

**Select Cover Page Form**

Select the cover page format you want to use.

**Import BMP file**

You can insert a bitmap file, such as your company logo, in the cover page.

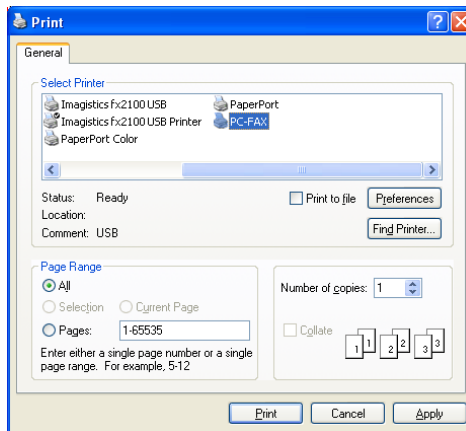
Use the browse button to select the BMP file, and then select the alignment style.

**Count cover page**

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

# Sending a file as a PC-FAX using the Facsimile style

- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the **File** menu, select **Print**.  
The **Print** dialog box will appear:






- 3 Select **PC-FAX** as your printer, and then click **Print**.  
The Fax Sending dialog box will appear.






- 4 Enter the fax number using any of the following methods:
- Using the dial pad enter the number.
  - Click any of the 10 **Speed-Dial** buttons.
  - Click the **Address Book** button, and then select a Member or Group from the Address Book.

 If you make a mistake you can click **Clear** to delete all the entries.

- 5 To include a Cover Page, click  **Cover Page On**, and then click the Cover Page  icon to enter or edit the Cover Page information.

- 6 Click **Start** to send the fax.

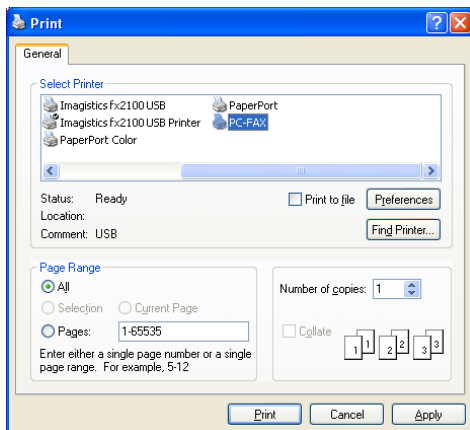
 If you want to cancel the fax, click **Stop**.

## Redial

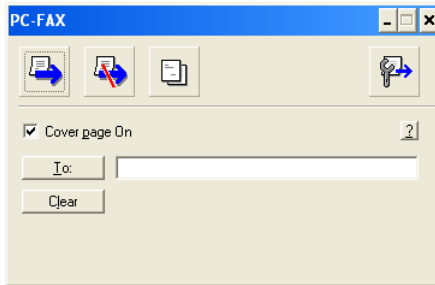
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

## Sending a file as a PC-FAX using the Simple style



- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the **File** menu, select **Print**.  
The **Print** dialog box will appear:





- 3** Select **PC-FAX** as your printer, and then click **OK**.  
The FAX Sending dialog box will appear:



- 4** In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.
- 5** To send a Cover Page and note, click the **Cover Page On** check box.

 You can also click the  icon to create or edit a cover page.

**6** When you are ready to send your fax, click the Send  icon.


**7** If you wish to cancel the fax, click the Cancel  icon.

# Setting up PC-FAX receiving (Windows® 98/98SE/Me/2000 Professional and Windows NT® WS 4.0 only)

## Running PC-FAX Receiving

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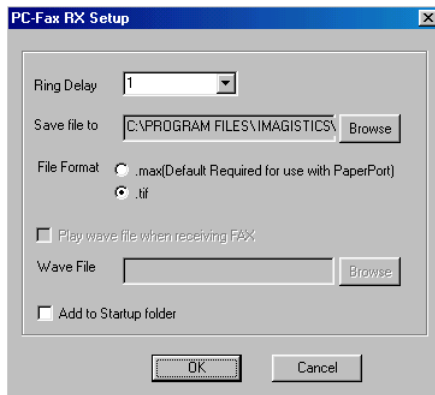
From the **Start** menu, select **Programs, Imagistics xxxxxx (where xxxxxx is the model name)** and then select 'PC-FAX Receiving'.

The PC-FAX  icon will appear on your PC Task bar for this Windows® session.

## Setting up your PC

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- 1 Right-click the PC-FAX  icon on your PC Task Bar, and then click **PC-Fax RX Setup**.
- 2 The PC-Fax RX Setup dialog box will appear:




- 3 In **Ring Delay**, select the number of rings before you want your PC to answer Incoming calls.
- 4 In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.


- 5 In **File Format**, select **.tif** or **.max** for the format the received document will be saved in. The default format is **.tif**.
- 6 If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path.
- 7 To load PC FAX receiving automatically when you start up Windows®, select the **Add to Startup folder** check box.

## Viewing new PC-FAX messages

---

Each time you start to receive a PC-FAX, the icon will flash  blue and red. Once the fax has been received the icon will remain red. The red icon will change to green once the received fax has been received.

- 1 Run PaperPort®.
- 2 Open the Fax Received folder.
- 3 Double-click any of the new faxes to open and view them.

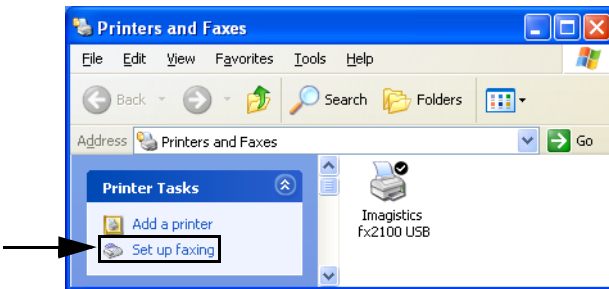
 The title of your unread PC message will be the date and time until you assign a file name.  
For example “Fax 2-20-2002 16:40:21.tif”

# Receiving a fax into the PC (Windows® XP only)

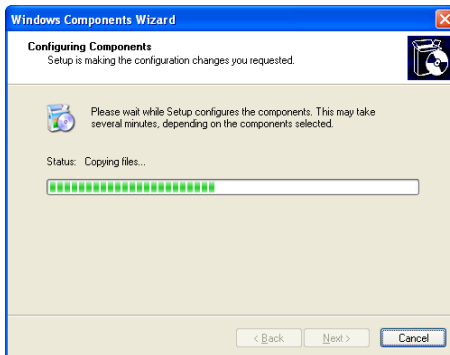
## How to receive a fax automatically

Before you can start receiving faxes, please install the appropriate Windows® XP driver (Windows® XP In-box driver or Imagistics Windows® XP driver). After the driver is installed, refer to the following information to configure your Windows® XP PC for Fax receiving.

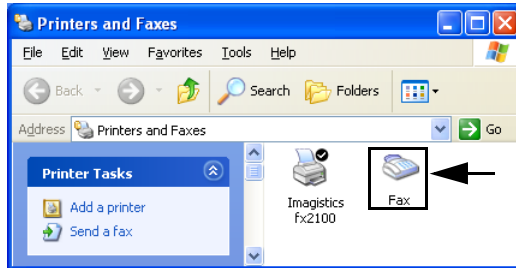
- 1 To activate Faxing receiving, click **Set up faxing** in the **Printer Tasks** menu.




- 2 The FAX services will be installed on your PC.



- 3 A **Fax** icon will then appear in the **Printers and Faxes** folder. If the **Fax** icon does not appear, click **Install a local fax printer** in the **Printer Tasks** menu.



- 4 Select the **Start, All Programs, Accessories, Communications, Fax, Fax Console**.

 If you have not configured your fax connection, the following screen will be displayed.

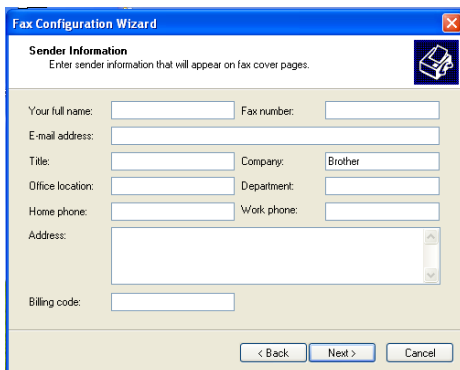
Enter your details, ensuring you specify the outside line access number if necessary and click **OK**.

Select the **My location** radio button if it is not selected and then click **OK**.

- 5 The **Fax Configuration Wizard** starts. Click **Next**.

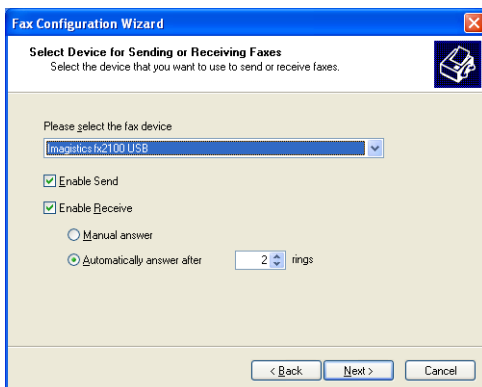


6 Enter the sender information, and then click **Next**.



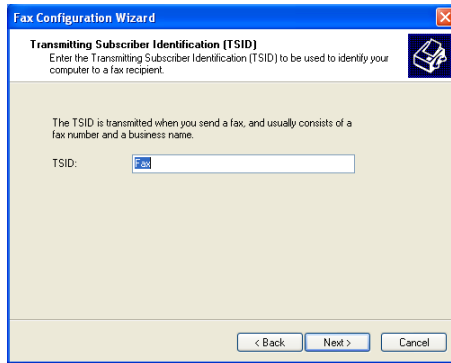
The screenshot shows the 'Fax Configuration Wizard' window with the 'Sender Information' tab selected. The window title is 'Fax Configuration Wizard' and it has a close button in the top right corner. Below the title bar, there is a sub-header 'Sender Information' and a small instruction: 'Enter sender information that will appear on fax cover pages.' To the right of this instruction is a printer icon. The main area contains several input fields: 'Your full name:' and 'Fax number:' (both empty text boxes); 'E-mail address:' (empty text box); 'Title:' (empty text box) and 'Company:' (text box containing 'Brother'); 'Office location:' (empty text box) and 'Department:' (empty text box); 'Home phone:' (empty text box) and 'Work phone:' (empty text box); 'Address:' (a large text area with a vertical scrollbar); and 'Billing code:' (empty text box). At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

7 Select the **Imagistic machine** in the **Please select the fax device** pull-down list. Click to select the **Enable Receive** check box. Specify the number of rings before your machine will attempt to answer the fax. Click **Next**.



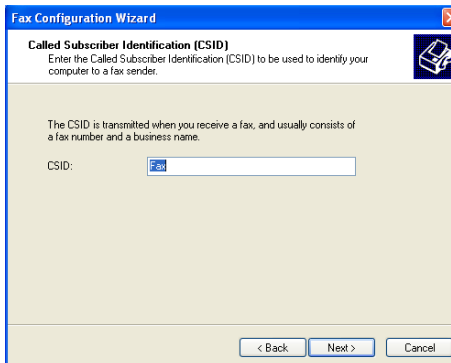
The screenshot shows the 'Fax Configuration Wizard' window with the 'Select Device for Sending or Receiving Faxes' tab selected. The window title is 'Fax Configuration Wizard' and it has a close button in the top right corner. Below the title bar, there is a sub-header 'Select Device for Sending or Receiving Faxes' and a small instruction: 'Select the device that you want to use to send or receive faxes.' To the right of this instruction is a printer icon. The main area contains a pull-down menu labeled 'Please select the fax device' with 'Imagistics fx2100 USB' selected. Below the menu are two checked checkboxes: 'Enable Send' and 'Enable Receive'. Under 'Enable Receive', there are two radio button options: 'Manual answer' (which is unselected) and 'Automatically answer after' (which is selected). Next to 'Automatically answer after' is a spin box containing the number '2' and the text 'rings'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

- 8 Enter the **Transmitting Subscriber Identification (TSID)**, and then click **Next**.



The image shows a Windows-style dialog box titled "Fax Configuration Wizard". The main heading is "Transmitting Subscriber Identification (TSID)". Below the heading, it says "Enter the Transmitting Subscriber Identification (TSID) to be used to identify your computer to a fax recipient." There is a small icon of a fax machine in the top right corner. The main text area contains the instruction: "The TSID is transmitted when you send a fax, and usually consists of a fax number and a business name." Below this, there is a label "TSID:" followed by a text input field. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

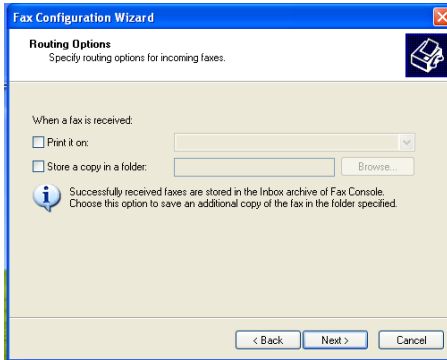
- 9 Enter the **Called Subscriber Identification (CSID)**, and then click **Next**.



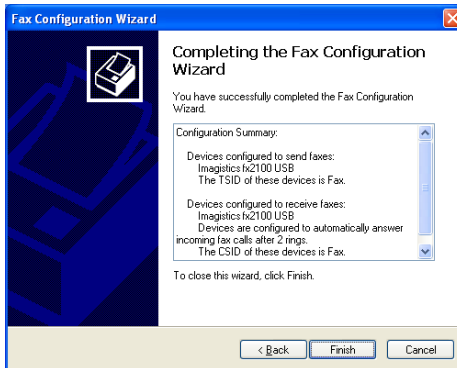
The image shows a Windows-style dialog box titled "Fax Configuration Wizard". The main heading is "Called Subscriber Identification (CSID)". Below the heading, it says "Enter the Called Subscriber Identification (CSID) to be used to identify your computer to a fax sender." There is a small icon of a fax machine in the top right corner. The main text area contains the instruction: "The CSID is transmitted when you receive a fax, and usually consists of a fax number and a business name." Below this, there is a label "CSID:" followed by a text input field. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".



**10** Select if you print a received fax or save it in a folder, and then click **Next**.



**11** Click **Finish**.



When PC-FAX Receiving is active, you cannot run the Remote Setup utility. To use Remote Setup, check off **Enable Receive** in Step 7.

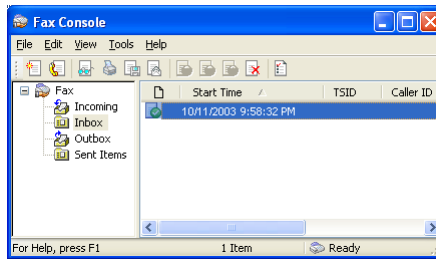
For information on how to use PC-FAX Sending and Receiving, please refer to Help in the **Fax Console**.

The PC-FAX installation is now complete.

## How to view the received faxes

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Faxes that are received into the PC will appear in the Fax Console. Click **Start**, point to **All Programs, Accessories, Communications, Fax**, and then click **Fax Console** to open the **Fax Console**. In the left pane, expand the Fax folder (if it is not already expanded).



The Fax folder contains the following folders:

- The Incoming folder contains faxes that are currently being received.
- The Inbox folder contains faxes that have been received.
- The Outbox folder contains faxes that are scheduled to be sent.
- The Sent Items folder contains faxes that have been successfully sent.

## 8

# Using your machine with a Macintosh®

## Setting up your USB-equipped Apple® Macintosh®



- Before you can connect the machine to your Macintosh®, you must buy a USB cable that is not longer than 1.8 metres. **Do not connect the machine to a USB port on a key board or a non-powered USB hub.**

The features supported by the machine will depend on the operating system you are using. The chart below shows which features are supported.

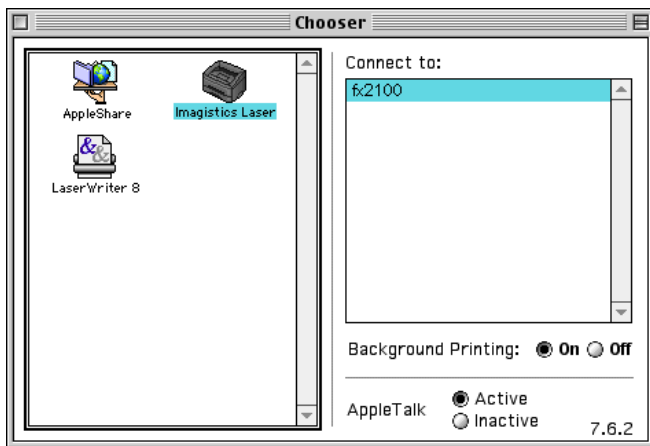
Feature	Mac OS®		Mac OS® X	
	8.6	9.X	10.1	10.2.1 or greater*1
Printing	Yes	Yes	Yes	Yes
Scanning (TWAIN)	Yes	Yes	No	Yes
PC-FAX sending (fx2100 and sx2100 only)	Yes	Yes	Yes	Yes
Remote Setup (fx2100 and sx2100 only)	No	No	Yes	Yes

\*1 For Mac OS® X 10.2 users, please upgrade to Mac OS® X 10.2.1 or greater.

# Using the printer driver with your Apple® Macintosh® (Mac OS® 8.6 - 9.2)

To select a Printer:

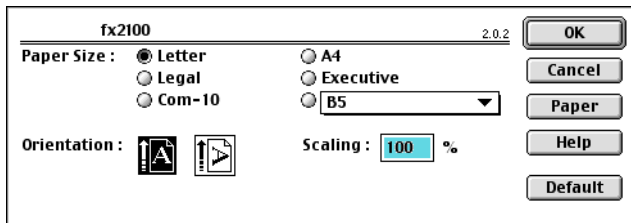
- 1 Open the **Chooser** from the Apple menu.



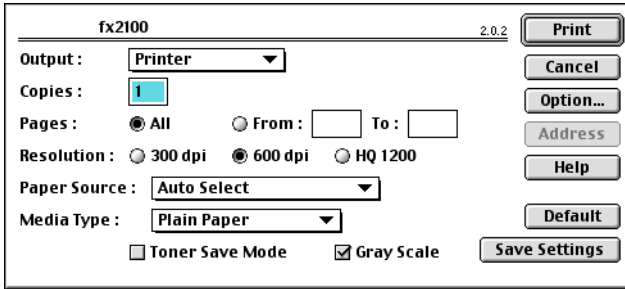
- 2 Click the **Imagistics Laser** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.


To print a document:

- 1 From the application software such as Presto!® PageManager®, click **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Orientation**, and **Scaling**, and then click **OK**.

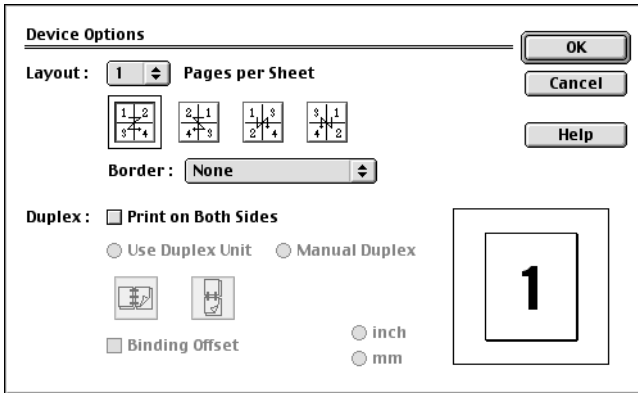



- 2 From application software such as Presto!® PageManager®, click **File** menu and select **Print**. Click **Print** to start printing.



 If you want to change **Copies, Pages, Resolution, Paper Source** and **Media Type**, select your settings before clicking **Print**.

Device Options allows you to select **Duplex**.



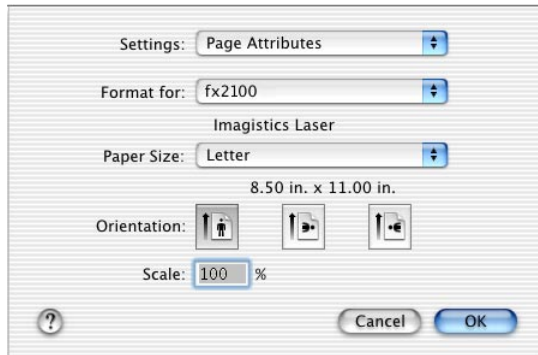
 Automatic Duplex is only available with the fx2100 or mx2100.

# Using the Printer Driver with Your Apple® Macintosh® (Mac OS® X)

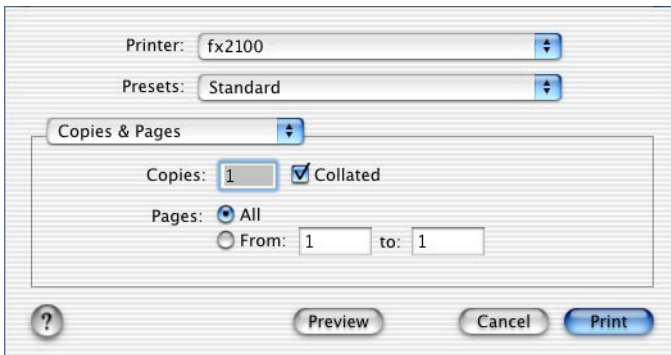
## Choosing page setup options

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- 1 From application software such as Presto!® PageManager®, click the **File** menu and select **Page Setup**. Make sure your Imagistics machine is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, then click **OK**.



- 2 From application software such as Presto!® PageManager®, click **File** menu and select **Print**. Click **Print** to start printing.

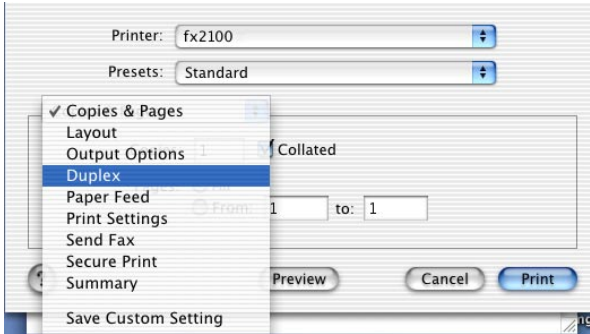


## Specific settings

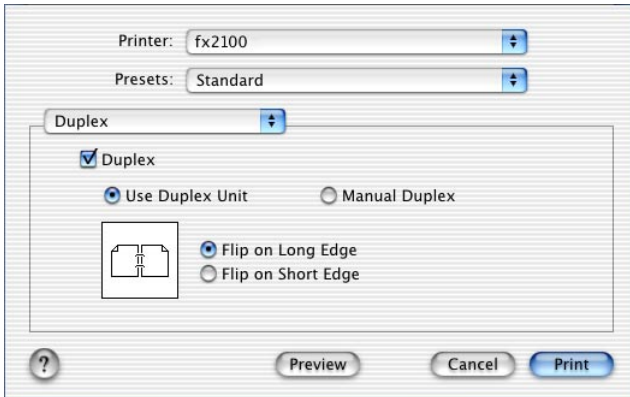
---

Set the **Media Type**, **Resolution**, and other settings.

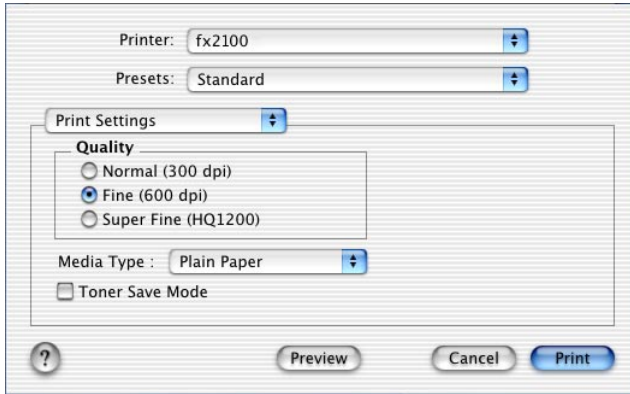
Press **Copies & Pages** to select settings you want to change.






### Duplex (For fx2100 and mx2100 only)



## Print settings



## Using the PS driver with your Apple® Macintosh®

-  To use the PS driver on a Network, see the Network User's Guide on CD-ROM.
-  To use the PS driver with a USB cable, you need to set the Emulation to BR-Script 3 (**Menu, 4, 1**) before connecting the USB cable. (See *Setting the Emulation Selection* on page 1-18.)
-  The PS driver does not support the following functions:
  - HQ 1200
  - Secure Print
  - PC-Fax Sending



# For Mac OS® 8.6 to 9.2 Users

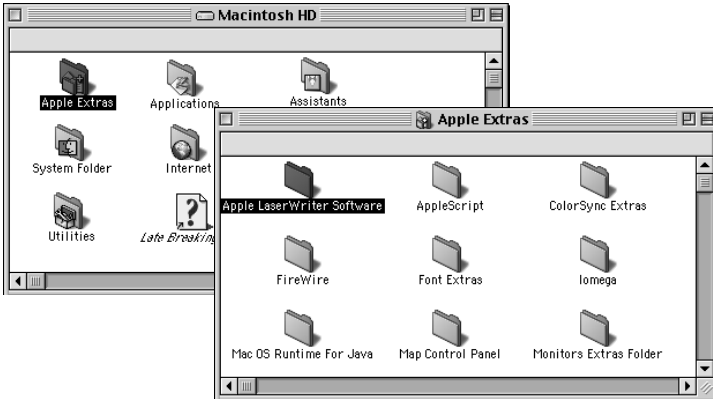
---

## 1 For Mac OS® 8.6 to 9.04 Users:

Open the **Apple Extras** folder. Open the **Apple LaserWriter Software** folder.

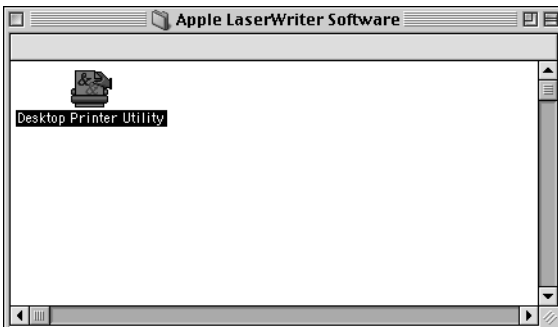
## For Mac OS® 9.1 to 9.2 Users:

Open the **Applications** (Mac OS® 9) folder. Open the **Utilities** folder.\*



\* The screens are based on Mac OS® 9.04.

## 2 Open the **Desktop Printer Utility** icon.

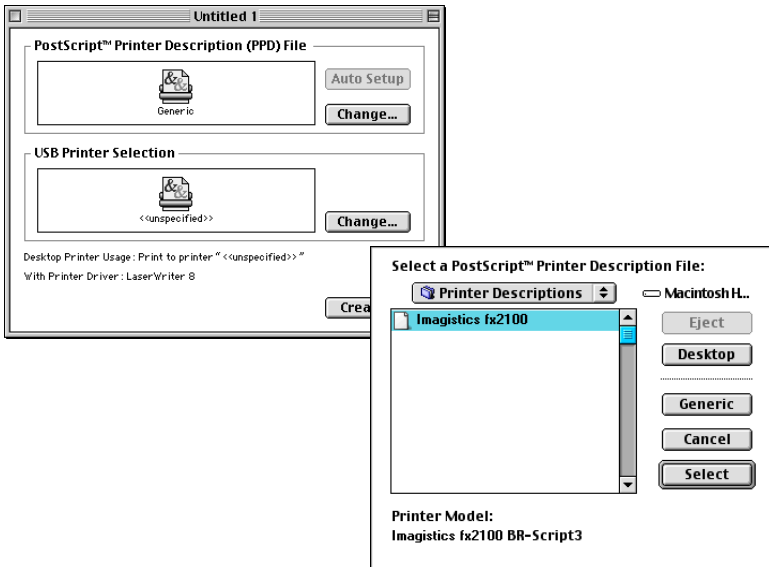


- 3 Select **Printer (USB)**, and then click **OK**.

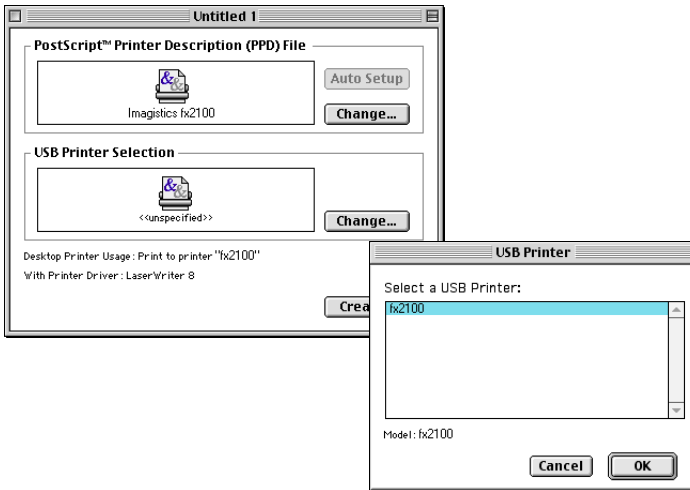


- 4 Click **Change...** in the PostScript™ Printer Description (PPD) file.

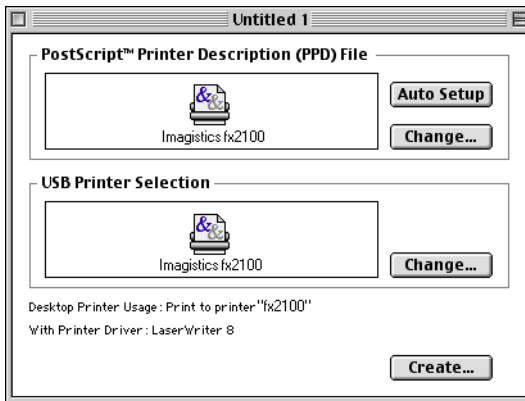
Select your Imagistics machine, and then click **Select**.



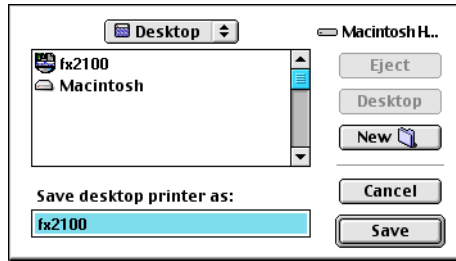
- 5 Click **Change...** in the **USB Printer Selection**.  
Select your Imagistics machine, and then click **OK**.



- 6 Click **Create...**



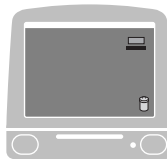
7 Enter your machine name, and then click **Save**.



8 Select **Quit** from the **File** menu.



9 Click the model name icon on the Desktop.






10 Select **Set Default Printer** from the **Printing** menu.

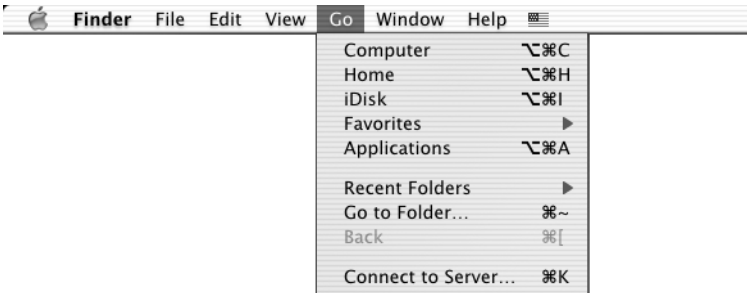


# For Mac OS® X users

You need to install the PS driver using the following instructions.

-  If you use a USB cable and your Macintosh is “Mac OS® X”, only one printer driver for a machine can be registered in Print Center.
-  If an Imagistics Native Driver is already listed in Printer list, you will need to delete it and then install the PS driver.
-  To use the PS driver with a USB cable, you need to set the Emulation to BR-Script 3 (**Menu, 4, 1**) before connecting the USB cable. (See *Setting the Emulation Selection* on page 1-18.)

## 1 Select **Applications** from the **Go** menu.



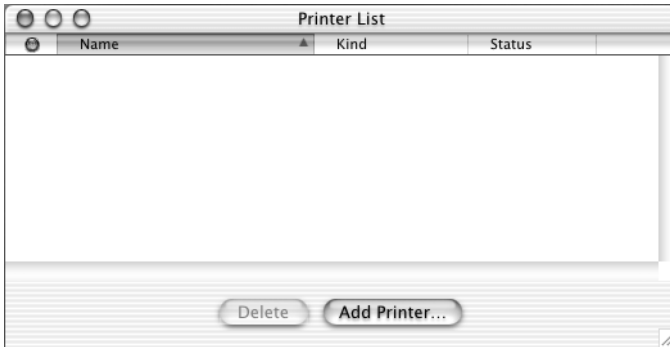
## 2 Open the **Utilities** folder.



**3** Open the **Print Center** icon.



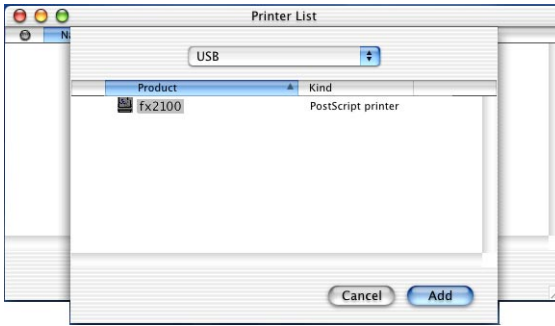
**4** Click **Add Printer...**



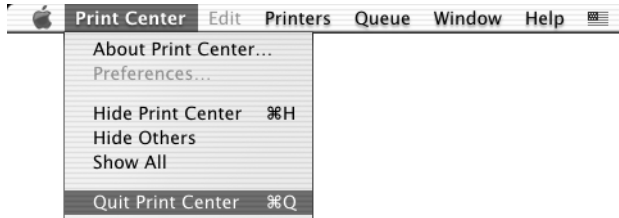
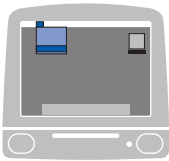
**5** Select **USB**.



6 Select your Imagistics machine, and then click **Add**.



7 Select **Quit Printer Center** from the **Print Center** menu.



# Sending a fax from your Macintosh® application (For fx2100 and sx2100 only)

## For Mac OS® 8.6 - 9.2 users

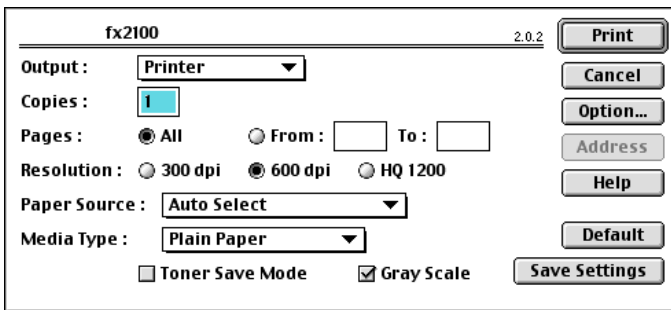


The PS driver does not support this function.

You can send a fax directly from a Macintosh® application by doing the following:

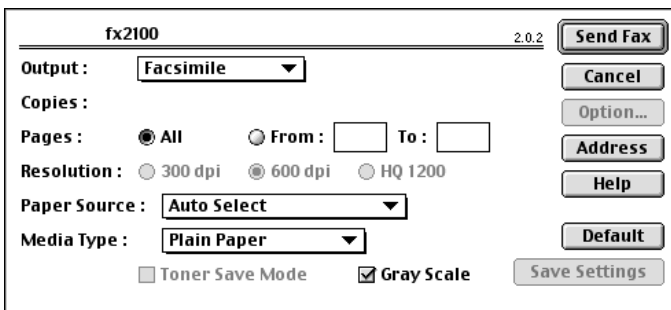
- 1 Create a document in a Macintosh application.
- 2 To send a fax, select **Print** from the **File** menu.

The Printer dialog box will appear:



When *Printer* is selected, the top button shows **Print** and the **Address** button is grayed.

- 3 From the **Output** pull-down menu, select *Facsimile*.

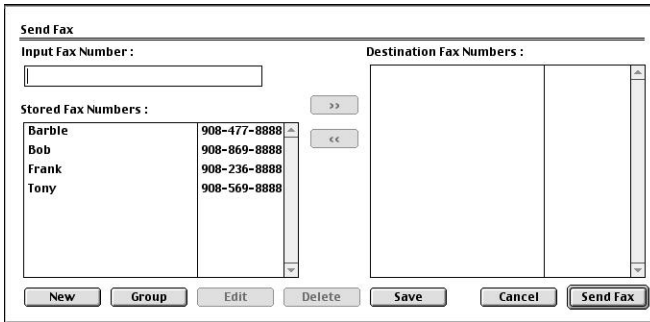


When *Facsimile* is selected, the top button changes to **Send Fax** and the **Address** button will be available.



#### 4 Click **Send Fax**.


The **Send Fax** dialog box appears:




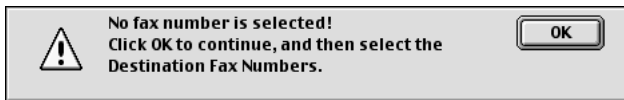
The **Send Fax** dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers** and the right box shows the **Destination Fax Numbers** as you select them.

5 To address the fax, type a fax number in the **Input Fax Number** box.

6 When you are finished addressing your fax, click **Send Fax**.

 To select and only send certain pages of the document, click **OK** to go to the Print dialog box.

 If you click **Send Fax** without addressing your fax, the following error message will appear:



Click **OK** to go to the **Send Fax** dialog box.

## For Mac OS® X users

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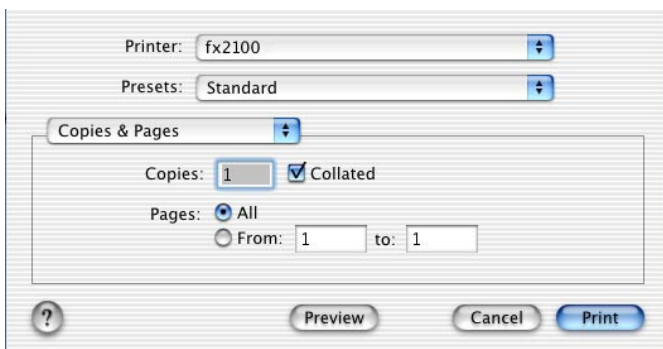


The PS driver does not support this function.

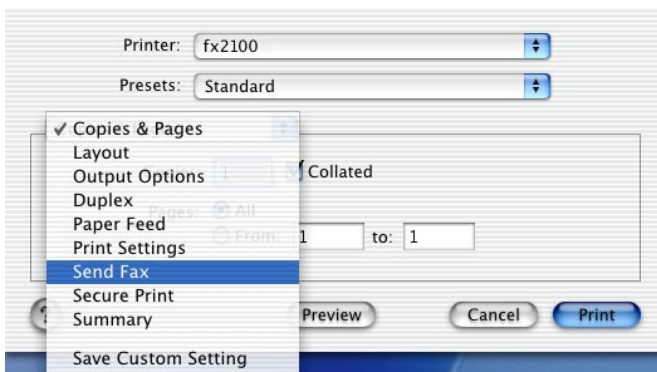
You can send a fax directly from a Macintosh® application by doing the following:

- 1 Create a document in a Macintosh application.
- 2 To send a fax, select **Print** from the **File** menu.

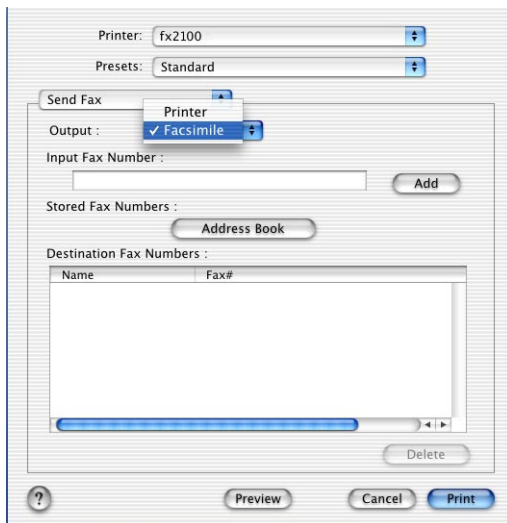
The Printer dialog box will appear:



- 3 Select **Send Fax** from the pull-down menu.



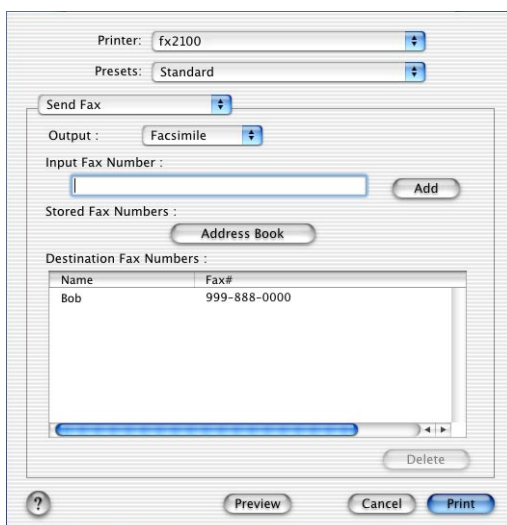
#### 4 Select **Facsimile** from the **Output** pull-down menu.



#### 5 To address the fax, type a fax number in the **Input Fax Number** box, and then click **Print**.



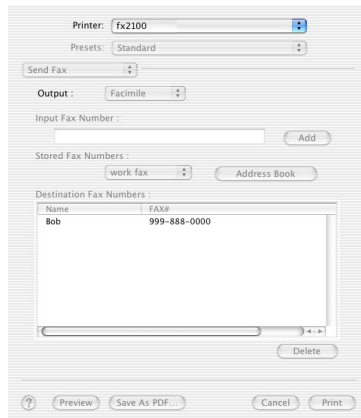
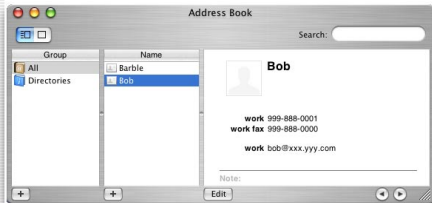
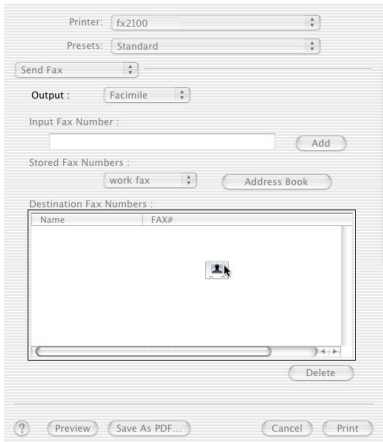
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the dialog box.



## Drag a vCard from the Mac OS® X Address Book application

- 1 Click **Address Book** button.
- 2 Drag a vCard from the Mac OS® X **Address Book** application to the **Destination Fax Numbers** field.

When you are finished addressing your fax, click **Print**.






The vCard used must contain a **work fax** or **home fax** number.



When you choose **work fax** or **home fax** from the **Stored Fax Numbers** pull-down list, only the fax number stored in the Mac OS® X Address Book for the selected category will be used. If the fax number is stored in only one of the Mac OS® X Address Book categories, the number will be retrieved no matter which category you have selected (work or home).

# Using the TWAIN scanner driver with your Macintosh®


The Imagistics software includes a TWAIN Scanner driver for Macintosh®. You can use this Macintosh® TWAIN Scanner driver with any applications that support the TWAIN specifications.


 Mac OS® X Scanning is supported in Mac OS® X 10.2.1 or greater.

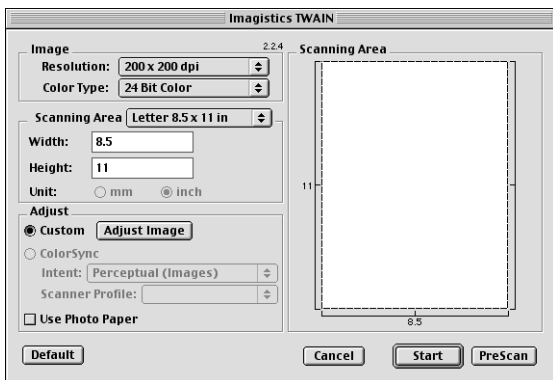
## Accessing the scanner

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Run your Macintosh® TWAIN-compliant application software. The first time you use the Imagistics TWAIN driver, set it as the default by choosing **Select Source** (or the other menu name to select the device). Afterwards, for each document you scan choose **Acquire Image** or **Scan**. The scanner setup dialog box will appear.

 The screen shown in this section are from Mac OS® 9. The screen on your Macintosh® may vary depending on your Operating System.

 The method of selecting the source or choosing to scan may vary depending on the application software you are using.



(OS 8.6–9.2)

## Scanning an image into your Macintosh®

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You can scan a whole page

—OR—

scan a portion after pre-scanning the document.

### Scanning a whole page

- 1 Load the document.
- 2 Adjust the following settings, if needed, in the Scanner Setup dialog box:
  - Resolution**
  - Color Type**
  - Scanning Area**
  - Brightness**
  - Contrast**
- 3 Click **Start**.

When scanning has finished, the image will appear in your graphics application.

## Pre-Scanning an image

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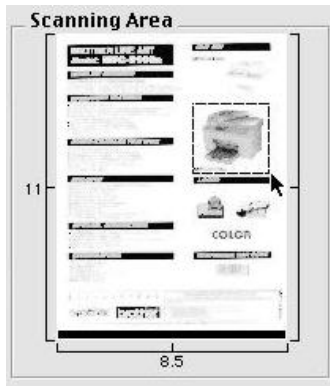
Pre-Scanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

**1** Load the document.

**2** Click **PreScan**.

The whole image will be scanned into your Macintosh® and will appear in the **Scanning Area** of the Scanner dialog box:

**3** To scan a portion of the prescanned image, click and drag the mouse to crop it.



**4** Insert document in the ADF, if you are using ADF.

**5** Make your adjustments to the settings for **Resolution**, **Color Type** (Gray Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box.

**6** Click **Start**.

This time only the cropped area of the document will appear in the Scanning Area.

**7** In your editing software, you can refine the image.



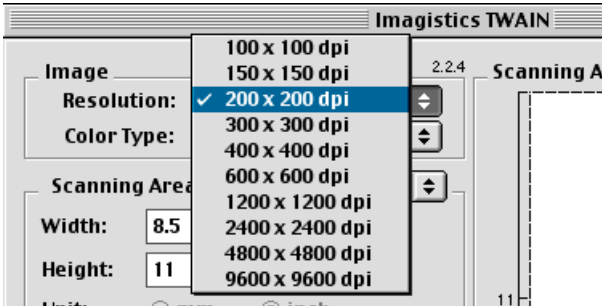
# Settings in the Scanner window

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## Image

### Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.



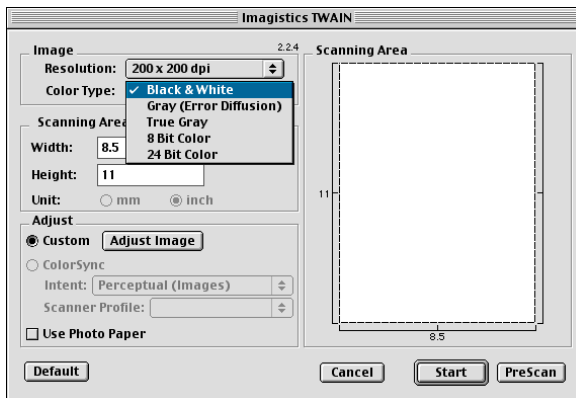
## Color Type

*Black & White*—Set the image Type to *Black and White* for text or line art. For photographic images, set the image type to Gray (Error diffusion) or True Gray.

*Gray (Error Diffusion)*—is used for documents with photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots instead of the true gray dots in a specific matrix instead of true gray dots.)

*True Gray*—is used for documents with photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray. It requires the most memory and takes the longest transfer time.

*Colors (For fx2100 and mx2100 only)*—Choose either 8-bit Color, which scans up to 8-bit Color or 24-bit color which scans up to 16.8 million colors. Although using 24-bit color creates an image with the most accurate colors, the image file will be about three times larger than a file created with 8-bit Color.



## Scanning Area

Set the **Size** to one of the following:

- *Letter 8.5 x 11 in*
- *A4 210 x 297 mm*
- *Legal 8.5 x 14 in*
- *A5 148 x 210 mm*
- *B5 182 x 257 mm*
- *Executive 7.25 x 10.5 in*
- *Business Card 90 x 60 mm*
- *Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in. or 8.9 x 8.9 mm to 216 x 356 mm)*

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

**Width:** Enter the width of the custom size.

**Height:** Enter the height of the custom size.

### **Business Card Size (For fx2100 and mx2100 only)**

To scan business cards, select the Business Card size (90 x 60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look the best.

## Adjusting the Image

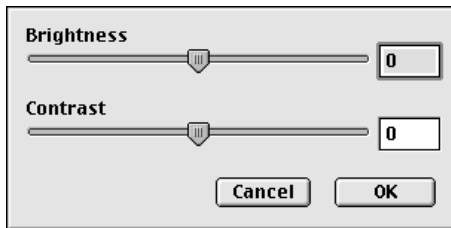
### Brightness

Adjust the **Brightness** setting to get the best image. The TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an 'average' setting.

You can set the **Brightness** level by dragging the slide bar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the level. Click **OK**.

If the scanned image is too light, set a lower Brightness level and scan the image again.

If the image is too dark, set a higher Brightness level and scan the image again.



### Contrast

You can only adjust the **Contrast** level when you have selected one of the Gray Scale settings, it is not available when you have selected Black & White as the selected **Color Type**.

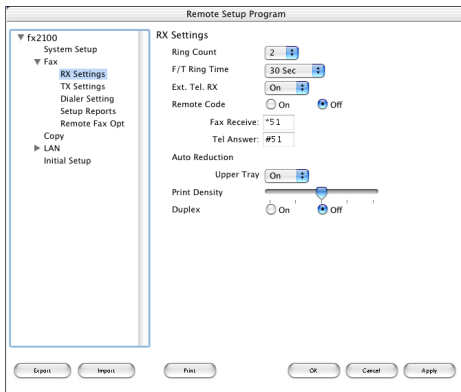
Increasing the **Contrast** level (by dragging the slide bar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slide bar to the left) reveals more detail in the gray areas. Instead of using the slide bar, you can type a value in the box to set the Contrast. Click **OK**.

# Remote Setup (Mac OS® X) (For fx2100 and sx2100 only)

The machine Remote Setup application allows you to quickly set up your machine by taking advantage of the ease and speed of programming on your Macintosh®. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh® and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.



The 'Remote Setup' application icon is in Macintosh HD/Library/Printers/Imagistics/Utility.



## OK

This starts the process of uploading the data to the machine and exiting the remote setup program. If an error message is displayed enter the correct data again. Click **OK**.

## Cancel

This exits the remote setup application without uploading the data to the machine.

## Apply

This uploads the data to the machine, but does not exit the remote setup application.

**Print**

This command prints the selected items on the machine. You can not print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and click **Print**.

**Export**

This command saves the current configuration settings to a file.

**Import**

This command reads the settings from a file.

# 9

## Network Scanning

(Windows® 98/98SE/Me/2000 Professional and XP only)

To use the machine as a Network Scanner, the Network board should be installed into the machine and configured with TCP/IP and mail server settings if you use Scan to E-mail (E-mail server). You can set or change Network board settings from the control panel or with the Professional utility. (Please see the Network User's Guide on the CD-ROM.)

### Network License

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This product includes a single PC license. If you purchase an optional Network LAN board that includes the license for up to 4 additional Users, you can install the Multi-Function Suite including ScanSoft® PaperPort® on up to 5 PC's for use on a network. If you want to use more than 5 PCs with ScanSoft® PaperPort® installed, please purchase NL-5 which is a multiple PC license agreement pack for up to an additional 5 Users. To purchase NL-5, please contact Imagistics.

### Registering your PC with the machine

---

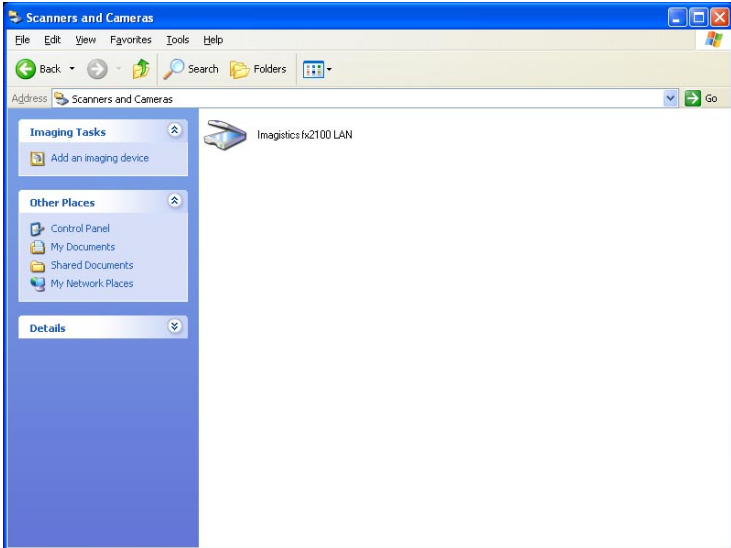
If you need to change the machine that was registered to your PC during the installation of Multi-Function Suite(see the Quick Setup Guide), follow the steps below.

**1** *For Windows® 98/Me/2000*

From the Start menu, select **Control Panel, Scanners and Cameras**, and then right-click Scanner Device icon and select **Properties** to view the Network Scanner Properties dialog box.

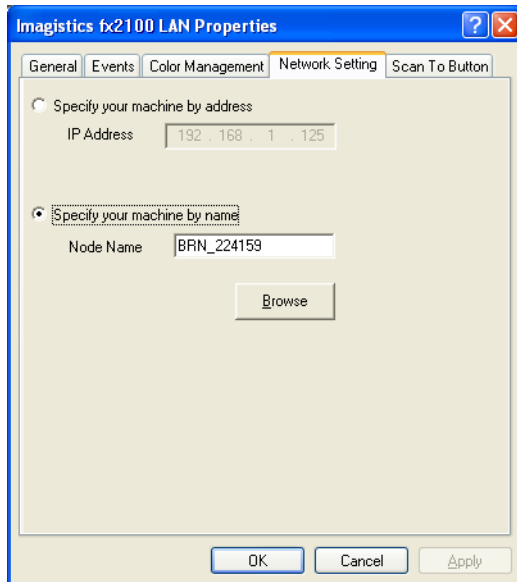
*For Windows® XP*

From the **Start** menu, select **Control Panel, Printers and Other Hardware, Scanner and Cameras** (or **Control Panel, Scanners and Cameras**).



Right-click Scanner Device icon and select properties to view the Network Scanner Properties dialog box.

- 2 Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.





### Specify your machine by address

Enter the actual IP address of the machine in the IP Address field.

Click **Apply** and then **OK**.

### Specify your machine by Name

Enter the machine Node name in the Node Name field.

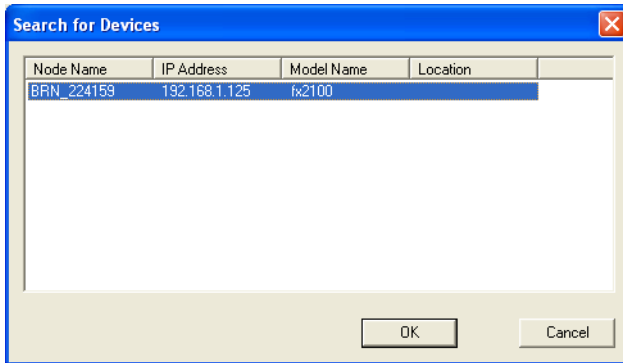
Click **Apply** and then **OK**.

### Search from a list of available device

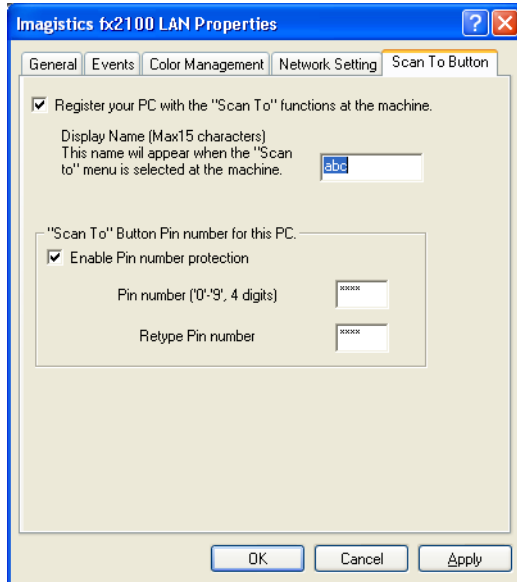
Click Browse and select the appropriate device you want to use.

Click **OK**.

Click **Apply** and then **OK**.



- 3 Click the **Scan To Button** tab in the dialog box and enter your PC Name in the Display Name field. The machine's LCD displays the Name you enter. Default setting is your PC Name. You can enter a name if you like.



- 4 You can avoid receiving unwanted documents by setting a 4-digit PIN Number. Enter your PIN Number in the PIN Number and Retype PIN Number field. To send data to a PC protected by a PIN Number, the LCD prompts to enter the PIN Number before the document can be scanned and sent to the machine. (See *Using the Scan key* on page 9-5 to 9-10.)

# Using the Scan key

## Scan to E-mail (PC)







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When you select Scan to E-mail (PC) your document will be scanned and sent directly to the PC you designated on your network. The SmartUI will activate the default E-mail application on the designated PC for addressing to the recipient. You can scan a black and white (or color document for fx2100 and mx2100) and it will be sent with the E-mail from the PC as an attachment.



For Network Scanning the SmartUI selections are used only for configuring the Scan button. You will not be able to initiate a Network scan from the SmartUI.

You can change the **Scan** configuration. For Windows® 98/98SE/Me/2000: (See *Scan to E-mail* on page 4-10 to 4-11.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)

- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to E-Mail.  
Press **Enter**. If your machine is mx2100, go to Step 5.
- 4 Press  or  to select PC.  
Press **Enter**.
- 5 Press  or  to select the destination PC you want to use for E-mailing your document.  
Press **Enter**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Enter**.

The machine will start the scanning process.

## Scan to E-mail (E-mail server) (For fx2100 and sx2100 only)

---

When you select Scan to E-mail (E-mail server) you can scan a document and send it directly to an E-mail address from the machine.

You can choose the following format:

For fx2100—PDF or TIFF (Black and White)  
PDF or JPEG (Color)

For sx2100—TIFF or PDF (Black and White)





Scan to E-mail (E-mail server) requires SMTP/POP3 mail server support. (See *Network User's Guide* on the CD-ROM.)

(For fx2100)

**1** Load the document.



**2** Press **Scan**.

**3** Press  or  to select Scan to E-Mail.

Press **Enter**.

**4** Press  or  to select E-mail Server.

Press **Enter**.

**5** Press  or  to select Change Quality.

Press **Enter**.

**6** Press  or  to select Color 150 dpi, Color 300 dpi, Color 600 dpi, B/W 200 dpi or B/W 200×100 dpi.





Press **Enter**.

If you select Color 150 dpi, Color 300 dpi or Color 600 dpi in Step 6, go to Step 7.





—OR—



If you select B/W 200 dpi or B/W 200×100 dpi in Step 6, go to Step 8.

▲Scan to E-Mail
Scan to Image
Scan to OCR
▼Scan to File
Set ▲▼ & Enter

- 7 Press  or  to select PDF or JPEG.  
Press **Enter**.
- 8 Press  or  to select PDF or TIFF.  
Press **Enter**.
- 9 The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial key.
- 10 Press **Start**.  
The machine will start the scanning process.

(For sx2100)

- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to E-Mail.  
Press **Enter**.
- 4 Press  or  to select E-mail Server.  
Press **Enter**.

Scan to E-mail E-mail Server ▾
-----------------------------------
- 5 Press  or  to select PDF 200x200dpi, PDF 200x100dpi, TIFF 200x200dpi or TIFF 200x100dpi and **Enter**.
- 6 The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial key.
- 7 Press **Start**.  
The machine will start the scanning process.





## Scan to Image

---

When you select Scan to Image your document will be scanned and sent directly to the PC you designated on your network. The SmartUI will activate the default graphics application on the designated PC. You can change the **Scan** configuration. (For Windows® 98/Me/2000: See *Scan to Image* on page 4-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



For Network Scanning the SmartUI selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the SmartUI.

- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to Image.  
Press **Enter**.
- 4 Press  or  to select a destination you want to send.  
Press **Enter**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Enter**.

The machine will start the scanning process.

## Scan to OCR





---

When you select Scan to OCR your document will be scanned and sent directly to the PC you designated on your network. The SmartUI will activate ScanSoft® OmniPage® and convert your document into text for viewing and editing from a word processing application on the designated PC. You can change the **Scan** configuration.

(For Windows® 98/Me/2000: See *Scan to OCR (Word Processor)* on page 4-12 to 4-13.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



For Network Scanning the SmartUI selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the SmartUI.

- 1 Load the document.
- 2 Press **Scan**.
- 3 Press  or  to select Scan to OCR.  
Press **Enter**.
- 4 Press  or  to select a destination you want to send.  
Press **Enter**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Enter**.

The machine will start the scanning process.

## Scan to File

---

When you select Scan to File you can scan a black and white or color document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in the SmartUI on the designated PC. You can change the **Scan** configuration.

(For Windows® 98/Me/2000: See *Scan to File* on page 4-8 to 4-9.)

(For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 5-5 to 5-11.)



For Network Scanning the SmartUI selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the SmartUI.



**1**

Load the document.

**2**



Press **Scan**.

**3**

Press  or  to select Scan to File.

Press **Enter**.

**4**

Press  or  to select a destination you want to send.

Press **Enter**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Enter**.

The machine will start the scanning process.



Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD.



# 10 Network PC-FAX software (For fx2100 and sx2100 only)

To use the machine with Network PC-FAX, the optional Network board must be installed into the machine and configured with a TCP/IP address. If you use PC-FAX to an E-mail address, the mail server settings must also be configured.

## Enable Network PC-FAX

---

To use the machine for Network PC-FAX, see *Using PC-FAX software (For fx2100 and sx2100 only)* on page 7-1.



The items described in this chapter are specific items relating to the Network version of PC-FAX software that is installed from the Network Applications for Optional network board on the CD-ROM supplied with your machine.

Network PC-FAX can be configured through PC-FAX Setup, Sending tab.

## Sending setup

In order to use the full functionality of Network PC-FAX it is strongly recommended that you enable the Network PC-FAX Setup option on the Sending tab PC-FAX Setup.

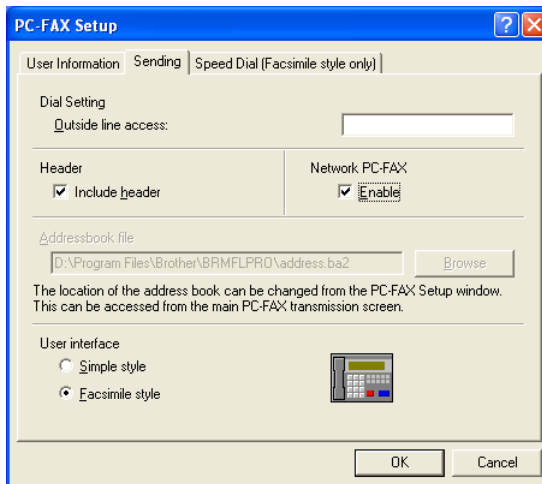
- 1 Access the Sending Tab from the PC-FAX dialog box by clicking



—OR—

From the Start menu, select **All programs, Imagistics xxxxxx (where xxxxxx is the model name)**, and then select **PC-FAX Setup**.


- 2 Check **Enable** box.



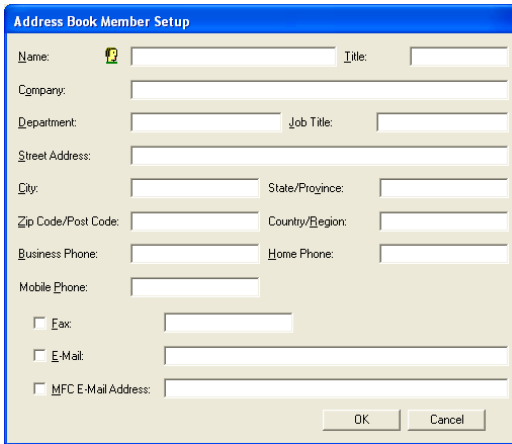
This software can be used in a network environment and with a locally connected machine. It is important that when used in a network environment the Network PC Fax is set to enable.

## Extra options in Address Book

When the Enable Network PC-FAX option is selected, three additional options appear in the address book contact window.

- 1 In the Address Book dialog box, click the  icon to add a member.

The Address Book Member Setup dialog box will appear:



- 2 In the **Address Book Member Setup** dialog box, type the member's information.  
Name is required field. You can also enter an E-mail contact address and machine address for the address book member.
- 3 To send to this contact it is necessary to specify which is the preferred method of sending a document to this contact by checking the Fax, E-mail or machine E-mail Address box next to the contact.
- 4 Click the OK button to save the member's information.



If you wish to send a document to this contact by more than one method you must create a second contact and select a different option, Fax, E-Mail or machine Address.

## Using the Network PC-FAX software

---

The Network PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a Network PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book or simply enter the destination address or fax number into the User Interface. You can use the Address Book Search feature to quickly find members to send your fax.

### Quick Tips:

Please see *Enable Network PC-FAX* on page 10-1 before using Network PC-FAX.

- 1** Ensure that Network PC-FAX is set to “Enable” in the Sending tab of Setup. (See *Enable Network PC-FAX* on page 10-1.)
- 2** To send an E-mail from Network PC-FAX you can either enter the E-mail address in the To: field or in the display for Facsimile Style using the PC keyboard or select the member from the Address Book. The member must have E-mail selected as the chosen destination for that member.
- 3** To send an Internet Fax from Network PC-FAX you can either enter the Internet Fax address in the To: field or in the display for Facsimile style using the PC keyboard or select the member from the Address Book. The member must have machine Mail Address selected as the chosen destination for that member.
- 4** To send a Network Fax simply select a member from the address book or enter the fax number into the User Interface with the PC keyboard. The member must have Fax selected as the chosen destination for that member.



Sending a Network PC-FAX to an E-mail address or sending an Internet Fax requires SMTP/POP3 mail server support.

# Sending a Network PC-FAX from your Macintosh® application

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The PS driver does not support this function.

You can send a fax directly from your Macintosh® application using the following steps:

## For Mac OS® 8.6 - 9.2 users

- 1 Follow the steps in the Quick Setup Guide.
- 2 Follow the steps on pages 8-14.

## For Mac OS® X users

- 1 Follow the steps in the Quick Setup Guide.
- 2 Follow the steps on page 8-16.

# Index

- C**
  - Combine items into single file, if possible .....4-11
- D**
  - Drivers
    - printer .....2-1
    - TWAIN Compliant .....3-1
    - Windows®
      - printer .....1-1
- M**
  - Manual feed tray .....1-5, 1-8
- O**
  - OCR, changing setting .....5-11
- P**
  - PaperPort®
    - accessing .....3-2
    - exporting .....3-25
    - importing .....3-25
  - PC FAX (For Windows®) .....7-1
    - receiving .....7-19
    - sending
      - address book .....7-7
      - cover page .....7-14
      - facsimile style .....7-16
      - group .....7-9
      - setting up .....7-14
      - simple style .....7-17
- Print**
  - driver .....2-1
  - emulation
    - Windows® ...1-1, 1-18, 2-16
  - Emulation Selection .....1-18
  - envelopes .....1-12
  - manual feed tray .....1-5
  - multi-purpose tray .....1-6
  - on thick paper .....1-8
  - reports and lists .....1-19
  - Secure key .....1-17
  - two-sided (duplex printing) .....1-3
- Printer driver .....2-16
- PS printer driver .....2-16
- R**
  - Resolution
    - Scan .....3-6
    - scanning
      - Windows® .....3-16
- S**
  - Scanning into PC .....3-3
    - ScanSoft® OmniPage®
      - OCR .....3-24
    - ScanSoft® PaperPort® .....3-21
  - SmartUI
    - using and configuring .....4-1
  - Software
    - SmartUI .....4-1
    - ScanSoft® Paper Port® ...3-21
- T**
  - To change the default setting of the scan, click on the Scan Settings tab .....5-9