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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/m² paper.
Face-down output tray

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

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.  

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

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.  

6 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.  

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/m²) 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

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 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.
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.

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

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.

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.
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.

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.

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).
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.

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/m²), 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.

![Watermark Settings](image)

**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
Let's 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 settings, 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

![Quick Print Setup Icon](image)

**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®)


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.

![Image of Imagistics Properties window](image)

<table>
<thead>
<tr>
<th>Port</th>
<th>Description</th>
<th>Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE</td>
<td>Print to File</td>
<td></td>
</tr>
<tr>
<td>USB</td>
<td>Virtual printer port to...</td>
<td>Brother HL-5030 series</td>
</tr>
<tr>
<td></td>
<td>Virtual printer port to...</td>
<td>PC-FAX, Imagistics f2100 U,...</td>
</tr>
<tr>
<td>IP_1</td>
<td>Standard TCP/IP Port</td>
<td></td>
</tr>
<tr>
<td>3IP</td>
<td>Local Port</td>
<td>PaperPort Color, PaperPort, I...</td>
</tr>
<tr>
<td>COM</td>
<td>Local Port</td>
<td></td>
</tr>
<tr>
<td>BMFC</td>
<td>Brother MFL Port</td>
<td></td>
</tr>
</tbody>
</table>

- Enable bidirectional support
- Enable printer pooling
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 xxxxxx BR-Script3 Properties screen (xxxxxx is the model name).

Select the Paper Source.

![Printing Preferences dialog box](image-url)
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 (xxxxxxx 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**
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.

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.
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 \[\text{+}\] to check it. If you want to select the different portion, use \[\text{-}\] 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 \textbf{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)

<table>
<thead>
<tr>
<th>Image Type</th>
<th>Resolution</th>
<th>Scan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>300 x 300 dpi</td>
<td>24-bit color</td>
</tr>
<tr>
<td>Web</td>
<td>100 x 100 dpi</td>
<td>24-bit color</td>
</tr>
<tr>
<td>Text</td>
<td>200 x 200 dpi</td>
<td>Black &amp; White</td>
</tr>
</tbody>
</table>

(Fox sx2100)

<table>
<thead>
<tr>
<th>Image Type</th>
<th>Resolution</th>
<th>Scan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>300 x 300 dpi</td>
<td>True Gray</td>
</tr>
<tr>
<td>Web</td>
<td>100 x 100 dpi</td>
<td>True Gray</td>
</tr>
<tr>
<td>Text</td>
<td>200 x 200 dpi</td>
<td>Black &amp; White</td>
</tr>
</tbody>
</table>

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:**
- **(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 father 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.

![Custom Document Size Dialog Box](image)

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).
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.)

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.
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.

![Scan settings dialog box]

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).

![Advanced Properties dialog box]
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).
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.)

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).

![Scanner Utility dialog box](image)

 memoria

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.

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

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.

**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.
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

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

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®

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.
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 Faxing 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:

   ![SmartUI pop-up settings dialog box]

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)

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.

![Scanner Settings Window](image)

### Global settings

*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 window](image)

**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:

![Image of Link Settings window]

_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:

![Image of OCR Settings window]

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

Appication—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.
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*

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.
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

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

*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)

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

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

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.

Scan to OCR (Word Processing program)
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.
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.
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.
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.)

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 Dialog Box]

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

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 >>**.

3. From the Available Items list select the fields in the same order they are listed in the Import text file.

4. Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.

5. 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 \(\text{[ ]}\). 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:
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:

![PC-FAX dialog box]

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.

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

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

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:

![PC-Fax RX Setup dialog box]

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.

![Printers and Faxes](image)

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.

![Fax Configuration Wizard](image)
6 Enter the sender information, and then click **Next**.

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

9 Enter the **Called Subscriber Identification (CSID)**, and then click **Next**.
10 Select if you print a received fax or save it in a folder, and then click Next.

11 Click Finish.


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

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.
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 keyboard 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.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Mac OS®</th>
<th>Mac OS® X</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.6</td>
<td>9.X</td>
</tr>
<tr>
<td>Printing</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Scanning (TWAIN)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PC-FAX sending</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(fx2100 and sx2100 only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Setup</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>(fx2100 and sx2100 only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.
Choosing page setup options

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**.

![Page Setup Menu](image1)

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

![Print Menu](image2)
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**.

![Machine name dialog]

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

![File menu]

9 Click the model name icon on the Desktop.

![Desktop icon]

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.

![Print Center icon](image)

4 Click **Add Printer…**.

![Add Printer](image)

5 Select **USB**.

![Select USB](image)
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:

![Send Fax dialog box](image)

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:

   ![Error message](image)

   Click **OK** to go to the **Send Fax** dialog box.
For Mac OS® X 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:

   ![Printer dialog box](image)

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 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 filed.

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

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.
Scanning an image into your Macintosh®

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

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

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.

![Brightness and Contrast Adjustment Controls]

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.
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**

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.

2. **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)

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 200x100 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 200x100 dpi in Step 6, go to Step 8.
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.

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.
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:

   ![Address Book Member Setup](image)

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

⚠️ 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.
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