Software User's Guide

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Section I
Windows®

Windows® XP in this document represents Windows® XP Professional.

1 Printing

Using the 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 supplied CD-ROM. Install the drivers first by following the Quick Setup Guide.

Windows® Printing

The dedicated printer driver for Microsoft® Windows® 98/98SE/Me/2000 Professional/XP and Windows NT® workstation 4.0 are available on the CD-ROM supplied with your device. 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.

Printing a 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. (See the User's Guide for information about the Paper Tray and Recommended paper.)

1 From your application, select the Print command.

If any other printer drivers are installed on your computer, select **SP C210SF (XXX)* Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click **OK** to begin printing.

*(Select **SP C210SF Printer** if you are using a parallel cable or if you are connecting your machine via Network. Select **SP C210SF USB Printer** if you are using a USB cable.)

2 Your computer sends the data to the machine.

The LCD shows Receiving Data.

3 When the machine finishes printing all the data, the LCD shows the machine status.

Note

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 larger paper size.

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

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.

Simultaneous printing, scanning and faxing

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

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Printer operation key

Job Cancel

To cancel the current print job, press **Job Cancel**. If the LCD shows `Data Remaining`, you can clear the data that is left in the printer memory by pressing **Job Cancel**.

Secure Print key

Secured data is password protected. Only those people that know the password will be able to print the secured 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 1-15 or *Accessories tab* on page 1-19.)

1 Press **Secure Print**.

📝 **Note**

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

2 Press ▲ or ▼ to select the user name.

Press **Menu/Set**. The LCD displays job selections.

3 Press ▲ or ▼ to select the job.

Press **Menu/Set**. The LCD prompts you to enter your four-digit password.

4 Enter your password using the control panel.

Press **Menu/Set**.

5 Press ▲ or ▼ to select Print.

Press **Menu/Set**. The machine will print the data.

—**OR**—

If you want to delete the secured data press ▲ or ▼ to select Delete.

Press **Menu/Set**.

📝 **Note**

■ 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.

Test Print

If you are having problems with print quality, you can do a test print.

1 Press **Menu/Set**, **4**, **1**.

2 Press **Colour Start** or **Mono Start**.

3 Press **Stop/Exit**.

✎ **Note**

If the problem appears on the printout, see *Improving the print quality* in the User's Guide.

Restoring default Printer settings

You can return the machine's printer settings to the default settings. Fonts and macros loaded to the machine's memory will be cleared.

1 Press **Menu/Set**, **4**, **2**.

2 Press **1** to restore the default settings.

—**OR**—

Press **2** to exit without making a change.

3 Press **Stop/Exit**.

Calibration

The output density for each colour may vary depending on the temperature and humidity of the environment the machine is in. Calibration helps you to improve the colour density.

1️⃣ Press **Menu/Set**, **4**, **3**.

2️⃣ Press ▲ or ▼ to select Calibrate.

3️⃣ Press **Menu/Set**.

4️⃣ Press **1** to select Yes.

You can reset the calibration parameters back to those set at the factory.

1️⃣ Press **Menu/Set**, **4**, **3**.

2️⃣ Press ▲ or ▼ to select Reset.

3️⃣ Press **Menu/Set**.

4️⃣ Press **1** to select Yes.

📝 **Note**

If an error message is displayed, press **Stop/Exit** and try again. For more information, see *Troubleshooting and routine maintenance* in the User's Guide.

Status Monitor

The **Status Monitor** utility is a configurable software tool that allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam.

Turning on the status monitor

① Click **SP C210SF (XXX)* Printer** located in the **Start/All Programs/Multi-Function Suite SP C210SF/ Status Monitor** on your computer. The **Status Monitor** window will appear.

*(Select **SP C210SF Printer** if you are using a parallel cable or if you are connecting your machine via Network. Select **SP C210SF USB Printer** if you are using a USB cable.)

② Right-click on the **Status Monitor** window and select **Load Status Monitor on Startup** in the menu.

③ Right-click on the **Status Monitor** window and select **Location**, and then select the way to display the status monitor on your computer—in the **taskbar**, in the **tasktray**, in the **tasktray (on Error)** or on the **desktop**.
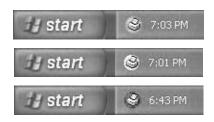
Monitoring and viewing the machine's status

The **Status Monitor** icon will change colour depending on the machine's status.

Green icon means a normal stand-by condition.

Yellow icon means a warning.

Red icon means a printing error has occured.

✎ **Note**

■ You can check the device status at anytime by double-clicking the icon in the tasktray or selecting the **Status Monitor** located in the **Start/All Programs/Multi-Function Suite SP C210SF** on your computer.

■ For more information about using the **Status Monitor** software, right click the **Status Monitor** icon and choose **Help**.

Printer driver settings

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

- ■ **Paper Size**
- ■ **Multiple Page**
- ■ **Orientation**
- ■ **Copies**
- ■ **Media Type**
- ■ **Colour/Mono**
- ■ **Paper Source**
- ■ **Print Quality**
- ■ **Colour Mode**
- ■ **Duplex**
- ■ **Watermark**[1]
- ■ **Scaling**[1]
- ■ **Secure Print**
- ■ **Toner Save Mode**
- ■ **Quick Print Setup**[1]
- ■ **Status Monitor**[1]
- ■ **Administrator (For Windows 98/98SE/Me Users Only)**[1]
- ■ **Print Setting (For Windows XP/2000/NT Users Only)**[1]
- ■ **Print Date & Time**[1]
- ■ **Colour Calibration**[1]

[1] These settings are not available with the BR-Script 3 driver.

Accessing the printer driver settings

1. Select **Print** from the **File** menu in your application software.

2. Select **SP C210SF (USB) Printer** (If you are using a USB interface, then USB will be in the printer driver name) and click **Properties** or **Preferences**. (**Document Default** for Windows NT® 4.0). The Printer dialog box will appear.
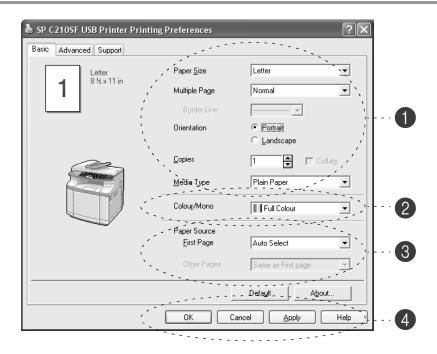
📝 **Note**

The way you access the printer driver settings depends on your operating system and software applications.

Features in the Native Driver

Basic tab

1 Select the **Paper Size**, **Multiple Page**, **Orientation**, number of copies and **Media Type**.

2 Select the **Colour/Mono** setting. And the **Media Type** setting.

3 Select the **Paper Source** (**First Page** and **Other Pages**).

Note

To select **Other Pages**, you must select the optional **Tray 2** in the **Accessories** tab. For more information, see *Accessories tab* on page 1-19.

   Auto Select allows the printer driver to select a suitable tray for **Paper Size** automatically.

4 Click the **OK** button to apply your selected settings.

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

Paper Size

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

Multiple Page

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

Ex. 4 in 1   Ex. 1 in 2 × 2 pages

Border Line

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

Orientation

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

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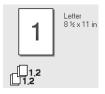
Copies
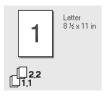
The copies selection sets the number of copies that will be printed.

Collate

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

Collate box checked   Collate box not checked

Media Type

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

Plain Paper	**Thin Paper**	**Thick Paper**	**Thicker Paper**
Transparencies	**Recycled Paper**		

📝 **Note**

When using ordinary plain paper or recycled paper (75 to 90g/m^2), select **Plain Paper** or **Recycled Paper**. When using heavier weight paper for both plain and recycled paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For OHP transparencies, select **Transparencies**.

Colour/Mono

You can select **Full Colour**, **Mono**, **Black & Cyan**, **Black & Magenta**, and **Black & Yellow** from the drop down box.

Full Colour

When your document contains colour and you want to print it in colour, select this mode.

Mono

Select this mode if your document has only black and greyscale text and/or objects. **Mono** mode makes the print processing speed faster than colour mode. If your document contains colour, selecting **Mono** mode prints your document in 256 levels of grey.

Black & Cyan

Select this mode when you want to print a colour document in Black and Cyan. All colours apart from Black will print in Cyan.

Black & Magenta

Select this mode when you want to print a colour document in Black and Magenta. All colours apart from Black will print in Magenta.
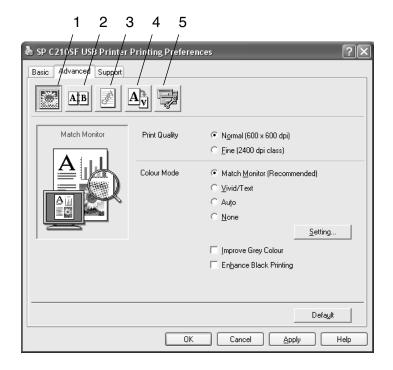
Black & Yellow

Select this mode when you want to print a colour document in Black and Yellow. All colours apart from Black will print in Yellow.

Paper Source

You can choose **Auto Select**, **Tray 1**, or **Tray 2** (Option). You can specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab

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

1 **Print Quality**

2 **Duplex**

3 **Watermark**

4 **Page Setting**

5 **Device Options**

Note

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

Print Quality

Print Quality

You can select the following print quality settings:

Normal

600 x 600 dpi. Recommended mode for ordinary printouts. Good print quality with reasonable printing speed.

Fine

2400 dpi class. The finest print mode. Use this mode to print precise images such as photographs. Since the print data is much larger than in normal mode, processing time, data transfer time and printing time will be longer.

📝 Note

The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

Colour Mode

You can change the Colour Matching mode as follows:

Match Monitor

The colour of all elements in the document are adjusted to match the monitor colour.

Vivid/Text

The colour of all elements are adjusted to become vivid colour. Suitable for Graphics and Text.

Auto

The printer driver automatically selects the **Colour Mode** type.

Improve Grey Colour

You can improve the image quality of shaded areas by ticking the **Improve Grey Colour** check box.

Enhance Black Printing

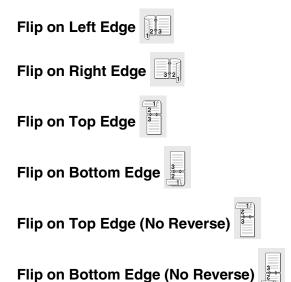If a black graphic cannot be printed correctly, choose this setting.

1

Duplex

The printer driver supports manual duplex printing.
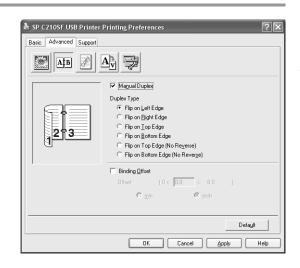
Manual Duplex

Check the **Manual Duplex** box. 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.

Transparent

Check **Transparent** to print the watermarked 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
(Windows® 2000/XP/Windows NT® 4.0)

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**
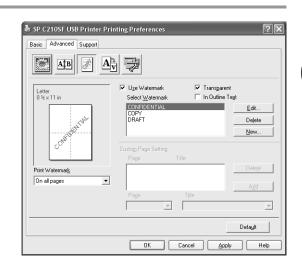
  Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, Colour (**Red** / **Green** / **Blue**) and **Style**.
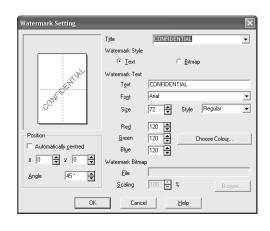
- **Watermark Bitmap**

  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**

  Use this setting if you want to control the position of the **Watermark** on the page.
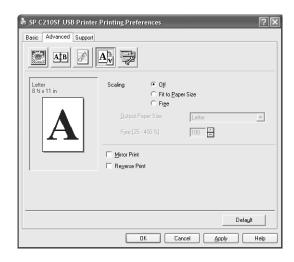
Page Setting

Scaling

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 **Free** if you want to change the size.

You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.

Device Options

You can set the following **Printer Function** modes in this tab:

■ **Secure Print**

■ **Toner Save Mode**

■ **Quick Print Setup**

■ **Status Monitor**

■ **Administrator**

(For Windows® 98/98SE/Me Users Only)

■ **Print Setting**

(For Windows® XP/2000/NT® Users Only)

■ **Print Date & Time**

■ **Colour Calibration**

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 enter the password using the control panel of the machine 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 Print key* on page 1-3.)

To delete a secured document:

You need to use the control panel of the machine to delete a secured document. (See *Secure Print key* on page 1-3.)

Toner Save Mode
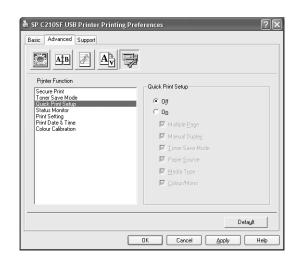
You can conserve toner using this feature. When you set **Toner Save Mode** to **On**, print appears lighter. The default setting is **Off**.

✎ **Note**

We do not recommend **Toner Save Mode** for printing photo or grey scale images.

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**.

Status Monitor

This reports the machine status (any error that may happen with the machine) when printing. The default setting for the **Status Monitor** is off. If you would like to turn the **Status Monitor** on, go to the **Advanced** tab, select **Device options** and then select **Status Monitor**.

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

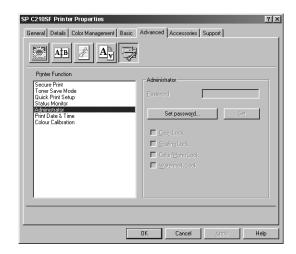The **Administrator** selection permits the **Copy**, **Scaling**, **Colour/Mono** and **Watermark** features to be locked and password protected.

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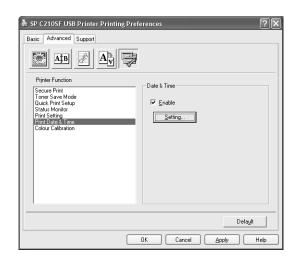
Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

Print setting (For Windows® XP/2000/NT® Users Only)

Improve pattern printing
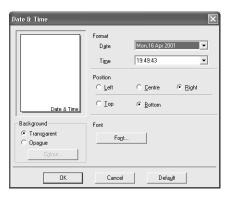
Select the **Improve pattern printing** option if printed fills and patterns are different from the patterns and fills you see on your computer.

Print Date & Time

When enabled the **Print Date & Time** feature, it will print the date and time on your document from your computer's system clock.

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

✎ **Note**

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

Colour Calibration
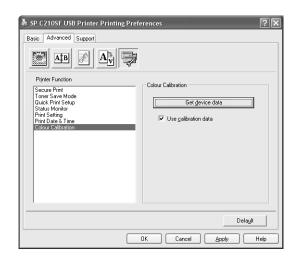
The output density of each colour may vary depending on the temperature and humidity of the environment the machine is in. This setting helps you to improve colour density by letting the printer driver use the colour calibration data stored in your machine.

Get device data

If you click this button, the printer driver will attempt to get the colour calibration data from your machine.
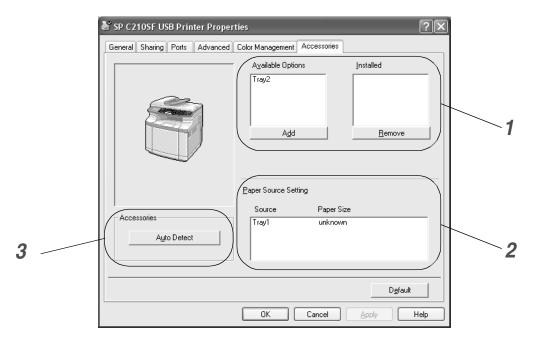
Use calibration data

If the driver successfully gets the calibration data, the driver will automatically check this box. Remove the check mark if you do not want to use the data.

Accessories tab

When you install option units, you can add them and select the settings for them in the **Accessories** tab as follows.

1 **Available Options**

You can manually add or remove additional driver options and settings for use with the optional accessories you can add to your machine.

2 **Paper Source Setting**

This feature recognizes the paper size in each paper tray.

3 **Auto Detect**

The **Auto Detect** function tries to find any installed optional accessories and then shows those accessories in the printer driver. When you click the **Auto Detect** button, options that are installed on the machine will be listed. You can manually add or remove options.

Note

Auto Detect function may not be available under certain printer conditions.

2 Scanning

The scanning operations and drivers will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

■ **For Windows® XP**

Two scanner drivers are installed. A TWAIN compliant scanner driver (see *Scanning a document using the TWAIN driver* on page 2-1) and a Windows Imaging Acquisition (WIA) driver (see *Scanning a document using the WIA driver (For Windows® XP only)* on page 2-8). Windows® XP users can select either one of the two when you scan documents.

📝 **Note**

For ScanSoft®, PaperPort® 9.0SE and OmniPage® OCR, see *Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR* on page 2-14.

Scanning a document using the TWAIN driver

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 you can scan images directly into the PaperPort® 9.0SE viewer that included with your machine, 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.

Accessing the Scanner

① Open the software application (ScanSoft® PaperPort® 9.0SE) to scan a document.

✎ **Note**

The instructions for scanning in this guide are relevant for ScanSoft® PaperPort® 9.0SE. If you are scanning into another software application, the steps may vary.

② Click **File**, then **Scan**. Or select the **Scan** button. The Scan panel appears in the left side of the screen.

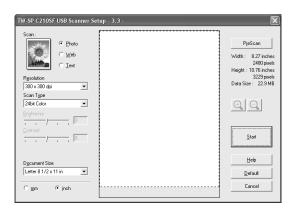③ Choose the scanner you are using from the **Scanner** drop-down list box.

✎ **Note**

If the machine is connected via:

■ Parallel cable use **SP C210SF**

■ USB cable use **SP C210SF USB**

■ LAN cable use **SP C210SF LAN**

If you are using Windows® XP, select **TW-SP C210SF**, not **WIA-SP C210SF**.

④ Click **Scan**.

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

Scanning a document into the PC
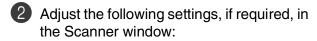
You can scan a whole page

—**OR**—
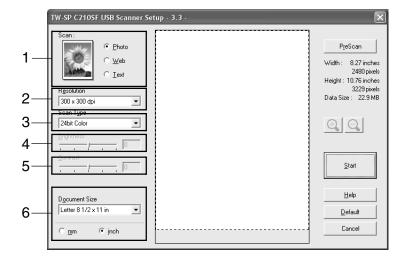
scan a portion of the page after pre-scanning the document.

Scanning a whole page

① Place the document face up in the ADF, or face down on the scanner glass.

② Adjust the following settings, if required, in the Scanner window:

- **Scan (Image Type)** (1)
- **Resolution** (2)
- **Scan Type** (3)
- **Brightness** (4)
- **Contrast** (5)
- **Document Size** (6)

③ Click the **Start** button in the scanner window.

When scanning is completed, click **Cancel** to return to the PaperPort® 9.0SE window.

✎ **Note**

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 2-5.)

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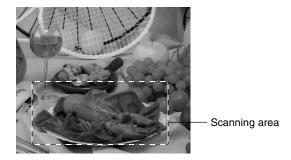
The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

1 Place the document face up in the ADF, or face down on the scanner glass.
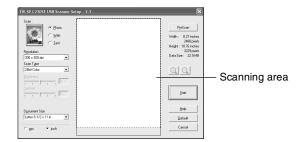
2 Select the settings for **Scan** (**Image Type**), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

3 In the **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 To select the portion you want to scan, click and hold the left mouse button, then drag the mouse pointer over the area.

Note

If you enlarge the image using 🔍 button, you can then use the 🔍 button to restore the image to its former size.

5 Put the document back into the ADF.

Note

If you loaded your document onto the scanner glass in step 1, please skip this step.

6 Click **Start**.

This time only the selected area of the document will appear in the PaperPort® 9.0SE window (or your software application window).

7 In the PaperPort® 9.0SE window, use the options available to refine the image.

Settings in the Scanner window

Scan (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:

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

Resolution

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

2

Scan Type

Black & White:	Set the Scan Type to **Black & White** for text or line art.
Grey Scale:	Set the Scan Type to **Grey (Error Diffusion)** or **True Grey** for photographic images.
Colours:	Set either:
	256 Colour, which scans up to 256 colours, or **24 bit Colour** which scans up to 16.8 million colours.
	Although using **24 bit Colour** creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with **256 Colour**.

Brightness

Adjust the setting (-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.

✎ Note

The **Brightness** setting is only available when **Black & White** or **Grey (Error Diffusion)** or **True Grey** is selected.

Contrast

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 grey areas. You can also type a value in the box for the setting.

✎ Note

The **Contrast** setting is only adjustable when you have selected one of the grey scale settings. It is not available when **Black & White** and **Colour** settings are selected as the **Scan Type**.

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.

Document Size

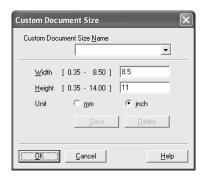Set the size to one of the following:

- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8 1/2 x 11 in
- Legal 8 1/2 x 14 in
- A5 148 x 210 mm
- Executive 7 1/4 x 10 1/2 in
- Business Card
- Photo 4 x 6 in
- Index Card 5 x 8 in
- Photo L 89 x 127 mm
- Photo 2L 127 x 178 mm
- Postcard 1 100 x 148 mm
- Postcard 2 148 x 200 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 215.9 x 355.6 mm.)

To scan business cards, select the business card size, and then place the business card face down at the center of the scanner glass.

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

Type the **Name**, **Width** and **Height** for the document.
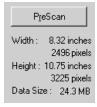
You can choose "mm" or "inch" as the unit for Width and Height.

> **Note**
>
> 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 using the WIA driver (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® 9.0SE viewer included with your machine or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

Accessing the scanner

1 Open your software application to scan the document.

✎ Note

The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 9.0SE. 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 panel appears on the left of the screen.

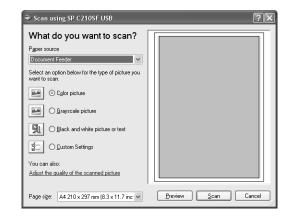3 Select **WIA-SP C210SF** from the **Scanner** drop-down list box.

✎ Note

■ If the machine is connected via:

Parallel cable use **WIA-SP C210SF**

USB cable use **WIA-SP C210SF USB**

LAN cable use **WIA-SP C210SF LAN**

■ If you choose **TW-SP C210SF**, the machine will scan using the TWAIN driver.

4 Click **Scan**.

The Scan dialog box will appear:

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) 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). (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 2-10.)

Scanning a document using the ADF

1 Place the document face up in the ADF.

2 Select the **Document Feeder** from the **Paper source** drop-down list box (1).

3 Select the picture type (2).

4 Select the **Page size** from the drop-down list box (4).

5 If you require advanced settings, click **Adjust the quality of the scanned picture** (3). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.
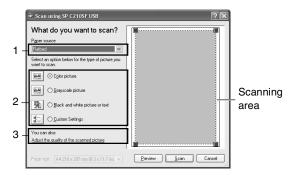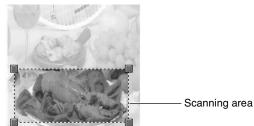
Note

- You can select a resolution of up to 1200 dpi.
- For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 2-11.)

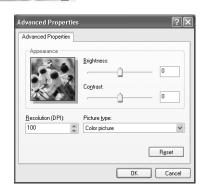6 To start scanning your document, click the **Scan** button in the Scan dialog box.

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

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

1 Place the document face down on the scanner glass.

2 Select **Flatbed** in the **Paper source** pull-down box (1).

3 Select the picture type (2).

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 To select the portion you want to scan, click and hold the left mouse button, then drag the mouse pointer over the area.

6 If you require advanced settings, click **Adjust the quality of the scanned picture** (3). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.

7 To start scanning your document, click the **Scan** button in the Scan dialog box. This time only the selected area of the document will appear in the PaperPort® 9.0SE window (or your software application window).

Scanner Utility
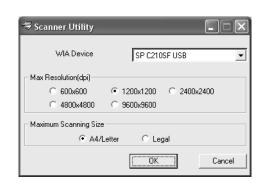
The **Scanner Utility** is used for configuring the WIA scanner driver for resolutions greater than 1200 dpi and for changing the maximum scanning size. If you want to set Legal size as the default size, change the setting using this utility. You must restart your PC for the new settings to take effect.

To run the utility:

Select the **Scanner Utility** located in the **Start/ All Programs/Multi-Function Suite SP C210SF/ Scanner Settings/Scanner Utility** menu.

📝 **Note**

If you scan the document at a resolution of greater than 1200 dpi, the file size may be 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 and hard disk is not sufficient then your computer may freeze and you could lose your file.

Using the Scan key (For USB or Parallel cable users)

2

> 📝 **Note**
>
> If you use the Scan key on a network, see *Using the Scan key* on page 4-4.

You can use the **Scan** key 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.

> 📝 **Note**
>
> Before you can use the **Scan** key on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate our drivers for your version of Windows®.
> For details about how to configure the ControlCenter2 buttons to launch the application of your choice using the **Scan** key, see *ControlCenter2* on page 3-1.

Scan to E-mail

You can either scan a black and white document or colour document into your E-mail application as a file attachment. You can change the scan configuration. (See *E-mail* on page 3-6.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to E-mail.

Press **Menu/Set**.

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

Scan to Image

You can scan a picture into your graphics application for viewing and editing. You can change the scan configuration. (See *Image (example: Microsoft Paint)* on page 3-4.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to Image.

Press **Menu/Set**.

The machine will start the scanning process.

Scan to OCR

If your document is text, you can have it converted by ScanSoft® OmniPage® OCR 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 *OCR (Word Processing program)* on page 3-6.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to OCR.

Press **Menu/Set**.

The machine will start the scanning process.

Scan to File

You can scan a black and white or a colour 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 ControlCenter2. (See *File* on page 3-8.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to File.

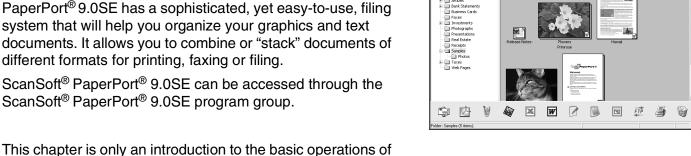Press **Menu/Set**.

The machine will start the scanning process.

Using ScanSoft® PaperPort® 9.0SE and OmniPage® OCR

ScanSoft® PaperPort® 9.0SE is a document management application. You can use PaperPort® 9.0SE to view scanned documents.

PaperPort® 9.0SE 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® 9.0SE can be accessed through the ScanSoft® PaperPort® 9.0SE program group.

This chapter is only an introduction to the basic operations of ScanSoft® PaperPort® 9.0SE.

The complete ScanSoft® PaperPort® 9.0SE User's Guide, including ScanSoft® OmniPage® OCR, is in the Documentation located on the CD-ROM.

When you install Multi-Function Suite, ScanSoft® PaperPort® 9.0SE and ScanSoft® OmniPage® OCR are installed automatically.

Viewing items

ScanSoft® PaperPort® 9.0SE 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® 9.0SE Desktop. You can see PaperPort® 9.0SE items (MAX files) and non-PaperPort® 9.0SE items (files created using other applications).

Non-PaperPort® 9.0SE items include an icon that indicates the application that was used to create the item; a non-PaperPort® 9.0SE 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® 9.0SE 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® 9.0SE item to open it.

Desktop View displays items
as thumbnails

Page View displays each item
as a full page

Organizing your items in folders

PaperPort® 9.0SE 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® 9.0SE item or a non-PaperPort® 9.0SE 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® 9.0SE MAX files and non PaperPort® 9.0SE 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® 9.0SE 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® 9.0SE.

If PaperPort® 9.0SE does not automatically recognize one of the applications on your computer, you can manually create a link using the **New Program Link...** command.
(See PaperPort® 9.0SE 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® PaperPort® 9.0SE can quickly convert the text on a ScanSoft® PaperPort® 9.0SE item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® 9.0SE uses the optical character recognition application ScanSoft® OmniPage® OCR, which comes with PaperPort® 9.0SE.

—**OR**—

PaperPort® 9.0SE 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® 9.0SE's built-in OCR application, or you can use your own OCR application.

Importing items from other applications

In addition to scanning items, you can bring items into PaperPort® 9.0SE in a variety of ways and convert them to PaperPort® 9.0SE (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 Tagged Image File Format (TIFF).

Exporting items in other formats

You can export or save PaperPort® 9.0SE items in several popular file formats, such as BMP, JPEG, TIFF, PDF 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.

2

Exporting an image file

1 Select the **Save As** command from the File pull-down menu in the PaperPort® 9.0SE 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 **Save** button to save your file, or **Cancel** to return to the PaperPort® 9.0SE without saving it.

How to Uninstall PaperPort® 9.0SE and ScanSoft® OmniPage® OCR

For Windows® 98/98SE/Me and Windows NT® 4.0:

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

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

For Windows® 2000 Professional:

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

Select **PaperPort** from the list and click the **Change** or **Remove** button.

For Windows® XP:

Select **Start**, **Control Panel**, **Add or Remove Programs**.

Select **PaperPort** from the list and click the **Change** or **Remove** button.

3 ControlCenter2

Using ControlCenter2

ControlCenter2 is a software utility that allows you to quickly and easily access your frequently used applications. Using ControlCenter2 eliminates the need to manually launch the specific applications. ControlCenter2 provides the following five categories of operations:

❶ Scan directly to a file, E-mail, word processor or graphics application of your choice.

❷ Custom Scan buttons allow you to configure a button to meet your own application requirements.

❸ Access the Copy features available via your computer.

❹ Access the "PC-FAX" applications available for your device.

❺ Access the settings available to configure your device.

You can select which machine ControlCenter2 will connect with from the **Model** pull-down list.

Also you can open the configuration window for each function by clicking the **Configuration** button.

Turning the AutoLoad feature off

Once you start ControlCenter2 from the Start menu, the icon will appear on the task tray. You can open the ControlCenter2 window by double-clicking on the 🛃 icon.

If you do not want ControlCenter2 to run automatically each time the computer is started;

❶ Right-click on the ControlCenter2 icon 🖿🗖🗄🗎 🗎🗎🗎🗎 15:06 in the Task Tray, and select **Preference**.

❷ The ControlCenter2 preference window appears, then uncheck the **Start ControlCenter on computer startup** check box.

> **ControlCenter 2 Preferences** ☒
> ☑ Start ControlCenter on computer startup
> ☐ Open the main window on ControlCenter startup
> ☑ Show splash screen on ControlCenter startup
>
> ―――――――――――――――――――――
> [OK] [Cancel]

❸ Click **OK** to close the window.

SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

■ **Image** *(Default: Microsoft 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 editing application you have installed on your computer.

■ **OCR** *(Default: MS NotePad)* — enables you to scan a page or document, automatically run the OCR application and insert the text and any graphic images into a word processing application. You have the option of selecting the target word processing application, such as WordPad, MS Word, Word Perfect or whichever word processing application is installed on your computer.

■ **E-mail** *(Default: your default E-mail software)* — 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.

■ **File** — enables you to scan directly to a file and save it to disk. You can change the file type and destination folder, as needed.

ControlCenter2 gives you the ability to configure the hardware **Scan** key on your machine for each scan feature. Select the **Device Button** in the configuration menu for each of the **SCAN** buttons.

CUSTOM SCAN

You can configure the button name and settings for each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

3

COPY

Copy — allows you to use the PC and any 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 printer driver installed on the PC including network printers.

You can configure your preferred settings on up to four buttons.

PC-FAX

These buttons are for sending or receiving faxes using the PC-FAX application.

■ **Send** — enables you to scan a page or document and automatically send the image as a fax from the PC using the PC-FAX software. (See *PC-FAX sending* on page 6-1.)

■ **Receive** — By clicking this button, the PC-FAX receiving software is activated and starts receiving fax data from your machine. After running the PC-FAX receive software, this button changes to **View Received** to open the viewer application and see the received faxes. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of your machine. (See *Turn on the machine's PC-FAX Receive function* on page 6-12.)

■ **Address Book** — enables you to open PC-FAX address book. (See *Address Book* on page 6-5.)

■ **Setup** — enables you to configure the PC-FAX sending settings. (See *Sending setup* on page 6-2.)

✎ **Note**

When the machine is connected to a network, you cannot use the **Receive** function.

DEVICE SETTINGS

You can configure the machine settings.

■ **Remote Setup** — enables you to open the Remote Setup Program. (See *Remote Setup* on page 5-1.)

■ **Quick-Dial** — enables you to open the Set Quick-Dial window of the Remote Setup. (See *Remote Setup* on page 5-1.)

■ **Status Monitor** — enables you to open the Status Monitor utility. (See *Status Monitor* on page 1-6.)

✎ **Note**

When the machine is connected to a network, you cannot use the **Remote Setup** and **Quick-Dial** functions.

SCAN

This section contains four buttons for **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.
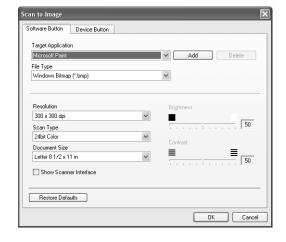
These four selections can be accessed from ControlCenter2 or from the Scan key on the control panel of the machine. The target application, file type and scan settings are configured independently by choosing the **Software Button** or the **Device Button** tabs of ControlCenter2 configuration window.

Image (example: Microsoft Paint)

Scan to Image feature allows you to scan an image directly into your graphics application for image editing. To change the default settings, right-click on the button and select **Software Button** or **Device Button**.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box. For more information on pre-scanning, see *Pre-Scanning to crop a portion you want to scan* on page 2-4.

Change the other settings, if needed.

To change the destination application, select the appropriate application from the **Target Application** pull down list. You can add an application to the list by clicking the **Add** button. Enter the **Application Name** (up to 30 characters) and the **Application Location**. You can also find the application location by clicking ⬛ button. Choose the **File Type** from the pull-down list.

You can delete applications that you have added by selecting the **Application Name** and click the **Delete** button.

To change the file type or Scan settings make your selections from the appropriate pull down list.

✎ **Note**

The **Add** and **Delete** buttons are also available for **Scan to E-mail** and **Scan to OCR**. The window may vary depending upon the function.

3

OCR (Word Processing program)

Scan to OCR converts the graphic page image data into text which can be edited by any word processor program. You can change the default word processor program.
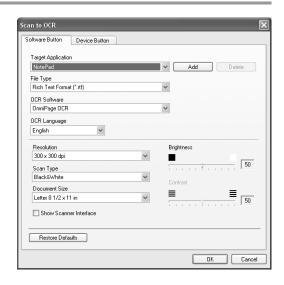
To configure **Scan to OCR**, right-click on the button and select **Software Button** or **Device Button**.

To change the word processing application, select the destination word processing application from the **Target Application** pull down list. You can add an application to the list by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

You can also configure the other settings for this selection.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

You can also configure the other settings for **Scan to OCR**.
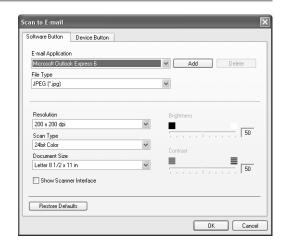
E-mail

Scan to E-mail scans a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, right-click on the button and select **Software Button** or **Device Button**.

To change the E-mail application, select your preferred E-mail application from the **E-mail Application** pull down list. You can add an application to the list by clicking the **Add** button. An application can be deleted by clicking on the **Delete** button.

📝 **Note**

When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the drop-down list. If you are having trouble using a custom application with ControlCenter2, you should choose an application from this list.

You can also change the other settings used to create the file attachments.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

File attachments

You can choose from the following list of file types for attachment to your E-mail or for saving to a folder.

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

Windows Bitmap (*.bmp)

JPEG (*.jpg)

TIFF - Uncompressed (*.tif)

TIFF - Compressed (*.tif)

TIFF Multi-Page - Uncompressed (*.tif)

TIFF Multi-Page - Compressed (*.tif)
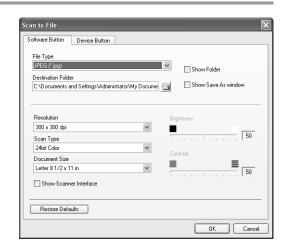
Portable Network Graphics (*.png)

PDF (*.pdf)

File

Scan to File allows you to scan an image and save it in a specific file type to any directory on your PC. This allows you to easily archive your paper documents. To configure the file type and save to directory, right-click on the button and select **Software Button** or **Device Button**.

Select the file type for the saved image by selecting from the **File Type** pull-down list. You can save the file to the default folder which is shown currently in the **Destination Folder** box, or you can select another folder/directory by clicking the ⬜ button.

To show where the scanned image is saved when scanning is finished, check **Show Folder** box. To specify the destination of the scanned image everytime, check **Show Save As window** box.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

📝 **Note**
For the supported file types, see *File attachments* on page 3-7.

CUSTOM SCAN

There are four buttons from which you can set your own preferences and configuration to fit your required usage for scanning.

To configure a button, right-click on the button, and the configuration window will appear. You have four function choices of scan action, **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

Scan to Image: This setting allows you to scan a page directly into any graphic viewer/editor software. You can select any kind of image editor application you have installed on your computer as a destination application.

Scan to OCR: Scanned documents will be converted to editable text files. You can select the destination application for the editable text.

Scan to E-mail: Scanned images will be attached to an E-mail message. You can choose which E-mail application 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.

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

Customizing a user-defined button
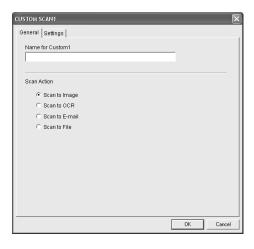
To configure a button, right-click on the button, and the configuration window will appear. Please read the following guidelines to configure the button.
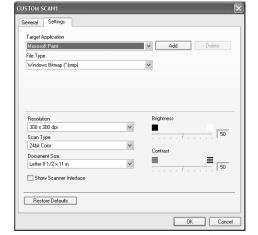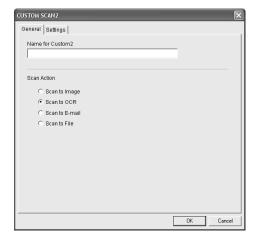
Scan to Image:

In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

Select the type of scan from the **Scan Action** field.

In the **Settings** tab

You can select **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.

Scan to OCR:

In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

Select the type of scan from the **Scan Action** field.

In the **Settings** tab

You can select **Target Application**, **File Type**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.

Scan to E-mail:
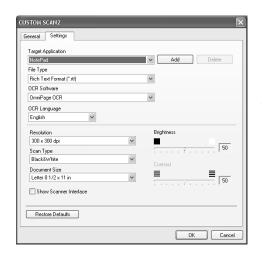
In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

Select the type of scan from the **Scan Action** field.
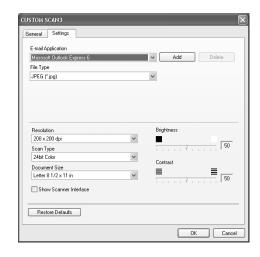
In the **Settings** tab

You can select **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.

Scan to File:

In the **General** tab

You can enter up to a 30 character name in the **Name for Custom** field. This name will appear as the button name.

Select the type of scan from the **Scan Action** field.
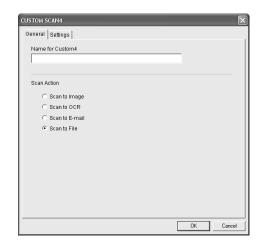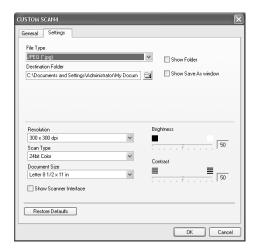
In the **Settings** tab

Select the file format from the **File Type** pull down list. You can either send the file to the default folder which is shown currently in the **Destination Folder** box or select your preferred folder by using the ▭ button.

You can also select **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

COPY

The **Copy** buttons (1-4) can be customized to allow you to take advantage of the features built into our printer drivers to do advanced copy functions such as N-in-1 printing.

Before you can use the **Copy** buttons you must first configure the printer driver by right-clicking on the button.

You can enter up to a 30 character name in the **Name for Copy** field and select the **Copy Ratio**.

You can select the **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** settings to be used.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scanner Interface** box.

Before finishing the **Copy** button configuration, you must set the **Printer Name**. Then click the **Print options** button to display the printer driver settings.

✎ Note

The **Print options** screen will vary depending upon which model printer you have selected.
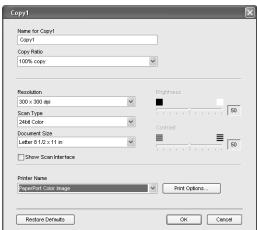
In the printer driver settings window you can choose advanced settings for printing.
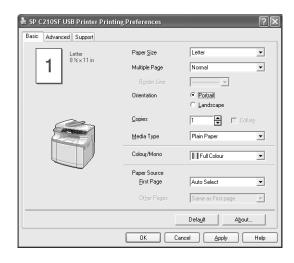
✎ Note

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

PC-FAX

This section allows you to easily open the software for sending or receiving a PC-FAX or edit the address book by clicking the appropriate button.
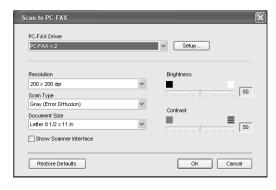
Send

The **Send** button allows you to scan a document and automatically send the image as a fax from the PC using the PC-FAX software. (See *PC-FAX sending* on page 6-1.)

To change the **Send** settings, right-click on the button to open the configuration window. You can change **Resolution**, **Scan Type**, **Document Size**, **Show Scan Interface**, **Brightness** and **Contrast** settings.

If you want to scan and then crop a portion of a page after pre-scanning the document, check **Show Scan Interface** box.

Receive / View Received

The PC-FAX Receiving software feature lets you view and store your faxes on your PC. It is automatically installed when you install the Multi-Function Suite.

By clicking the **Receive** button, the PC-FAX receiving software is activated and starts receiving fax data from your machine. Before you use the PC-FAX Receive function, you must select the option of PC-FAX Receive from the control panel menu of the machine. (See *Turn on the machine's PC-FAX Receive function* on page 6-12.)

To Configure the PC-FAX Receive software, see *Setting up your PC* on page 6-13.

Note

When the machine is connected to the network, you cannot use this function.

When the PC-FAX receiving software is running, the **View Received** button will appear to open the viewer application (PaperPort® 9.0SE).

Note

You can also activate the PC-FAX Receive software from the start menu. (See *Enabling PC-FAX Receiving* on page 6-13.)

Address Book

The **Address Book** button allows you to configure add/amend or delete contacts from your address book. By clicking the button, the address book window will open for your editing. (See *Address Book* on page 6-5.)

Setup

By clicking the **Setup** button, you can configure the user settings used by the PC-FAX application. (See *Setting up user information* on page 6-1.)

DEVICE SETTINGS

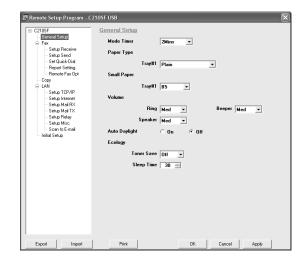In this section you can configure the machine settings by clicking the button.

📝 Note

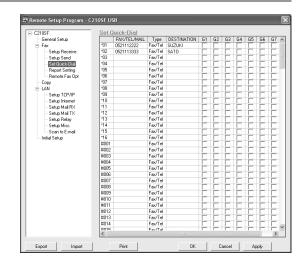When the machine is connected to a network, you cannot use **Remote Setup** and **Quick-Dial** functions.

Remote Setup

The **Remote Setup** button allows you to open the **Remote Setup** Program window with which you can configure the machine setting menus.

Quick-Dial

The **Quick-Dial** button allows you to open the **Set Quick-Dial** window of the **Remote Setup** Program, so you can easily register or change the dial numbers from your PC to the machine.

Status Monitor

The **Status Monitor** button allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam. (See *Status Monitor* on page 1-6.)

4 Network Scanning

To use the machine as a Network Scanner, the machine must be configured with a TCP/IP address that matches your network. You can set or change the settings from the control panel. (Please see the Network User's Guide on the CD-ROM.) If you installed the machine following the instructions for a network user in the Quick Setup Guide then the machine should already be configured for your network.

Before using Network Scanning

Network License

SP C210SF includes a PC license for up to 5 Users.

This license supports the installation of the Multi-Function Suite including ScanSoft® PaperPort® 9.0SE on up to 5 PC's for use on a network.

If you want to use more than 5 PCs with ScanSoft® PaperPort® 9.0SE, please purchase the NL-5 PC license agreement pack for up to 5 additional Users. To purchase a NL-5 license agreement pack, please contact your Sales Office.

📝 **Note**

■ A maximum of 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect, 5 clients will not be shown on the LCD.

■ To use Network Scanning with Windows® XP that is protected by the firewall, the Network Scanning program must be excluded from the firewall setting.

■ Network Scanning is not supported in Windows NT®.

Configuring Network Scanning

If you need to change the machine that was registered to your PC during the installation of Multi-Function Suite, follow the steps below.
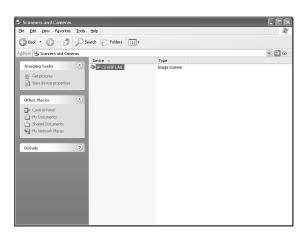
4

➊ *For Windows® XP*

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

For Windows® 98/98SE/Me/2000

From the **Start** menu, select **Control Panel**, **Scanners and Cameras**.

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

➌ Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.
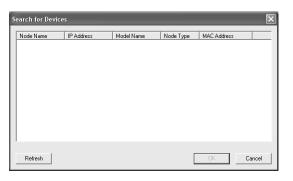
Specify your machine by address

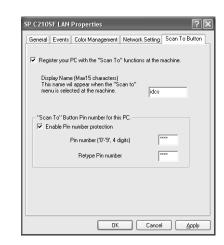Enter the IP address of the machine in the **IP Address** field. Click **Apply** and then **OK**.

—**OR**—

Specify your machine by Name

Enter the machine node name in the **Node Name** field (or click **Browse**, select the appropriate device you want to use, and click **OK**). Click **Apply** and then **OK**.

④ 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. The default setting is your PC name. You can enter any name that you like.

⑤ 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 4-4 to 4-7.)

4

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. ControlCenter2 will activate the default E-mail application on the designated PC for addressing to the recipient. You can scan a black and white (or colour document) and it will be sent with the E-mail from the PC as an attachment. You can change the scan configuration. (See *E-mail* on page 3-6.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to E-mail.

Press **Menu/Set**.

4 Press ▲ or ▼ to select PC.

Press **Menu/Set**.

5 Press ▲ or ▼ to select the destination PC you want to use for E-mailing your document.

Press **Menu/Set**.

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 **Menu/Set**.

The machine will start the scanning process.

Scan to E-mail (E-mail server)

When you select Scan to E-mail (E-mail server) you can scan a black and white or colour document and send it directly to an E-mail address from the machine. You can choose PDF or TIFF for Black and White and PDF or JPEG for colour.

Note

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

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to E-mail.

Press **Menu/Set**.

4 Press ▲ or ▼ to select E-mail Server.

Press **Menu/Set**.

5 Press ▲ or ▼ to select Change Quality.

Press **Menu/Set**.

—**OR**—

If you don't have to change any settings, press ▲ or ▼ to select Enter Address.

Press **Menu/Set** and then go to Step 9.

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

Press **Menu/Set**.

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

—**OR**—

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

7 Press ▲ or ▼ to select PDF or JPEG.

Press **Menu/Set** and go to Step 9.

8 Press ▲ or ▼ to select PDF or TIFF.

Press **Menu/Set** and go to Step 9.

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 number.

Press **Colour Start** or **Mono 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. ControlCenter2 will activate the default graphics application on the designated PC. You can change the scan configuration. (See *Image (example: Microsoft Paint)* on page 3-4.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to Image.

Press **Menu/Set**.

4 Press ▲ or ▼ to select the destination PC you want to send to.

Press **Menu/Set**.

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 **Menu/Set**.

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. ControlCenter2 will activate ScanSoft® OmniPage® OCR 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. (See *OCR (Word Processing program)* on page 3-6.)

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to OCR.

Press **Menu/Set**.

4 Press ▲ or ▼ to select the destination PC you want to send to.

Press **Menu/Set**.

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 **Menu/Set**.

The machine will start the scanning process.

Scan to File

When you select Scan to File you can scan a black and white (or colour 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 ControlCenter2 on the designated PC. You can change the scan configuration. (See *File* on page 3-8.)

4

1 Place the document face up in the ADF, or face down on the scanner glass.

2 Press **Scan**.

3 Press ▲ or ▼ to select Scan to File.

Press **Menu/Set**.

4 Press ▲ or ▼ to select the destination PC you want to send to.

Press **Menu/Set**.

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 **Menu/Set**.

The machine will start the scanning process.

Note

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.

5 Remote Setup

Remote Setup
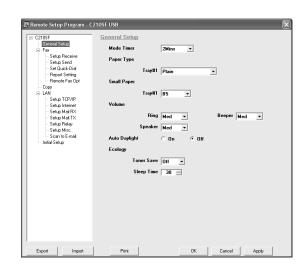
The Remote Setup application enables you to configure many settings of the machine from a Windows® application. When you access this application, the settings on your machine will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.

📝 **Note**

You cannot use the Remote Setup application if your machine is connected via a Network. (See Network User's Guide.)

From the **Start** menu, select **All Programs**, **Multi-Function Suite SP C210SF**, **Remote Setup** and then **SP C210SF** or **SP C210SF USB**.

■ **OK**

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**

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

■ **Apply**

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

■ **Print**

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**

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

■ **Import**

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

📝 **Note**

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

■ To save all your settings, highlight **SP C210SF** at the top of the settings list then click **Export**.

■ To save a single setting or a group of settings, highlight each setting or function heading (for example, to select all fax settings highlight **Fax**) from the setting list then click **Export**.

6 PC-FAX software

PC-FAX sending

The 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 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 to.

Note

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

■ If you are using Windows® XP, Windows® 2000 Professional or Windows NT®, you must log on with administrator rights.

■ PC-FAX is available in Black & White only.

Setting up user information

① From the **Start** menu, select **All Programs**, **Multi-Function Suite SP C210SF**, **PC-FAX Sending**, and then select **PC-FAX Setup**.

The **PC-FAX Setup** dialog box will appear:
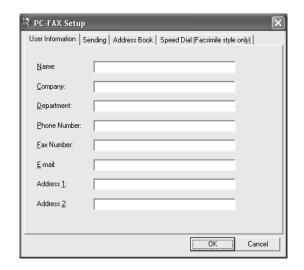
② You must enter this information to create the Fax Header and Cover Page.

③ Click **OK** to save the **User Information**.

Note

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 user interface* on page 6-10.)

Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab.

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).
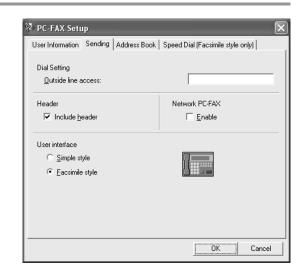
Include header

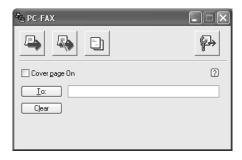To add header information to the top of the fax pages you send, check the Include header box.

User interface

The user has the choice of two user interfaces. To change the user interface select the interface setting you want.
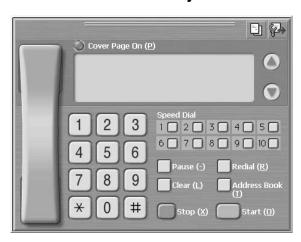
You can choose the **Simple Style** or the **Facsimile Style**.

Simple style

Facsimile style

Address Book
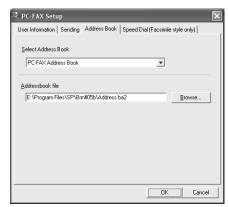
If Outlook® Express is installed on your PC, you can select which address book to use for PC-FAX sending, Address Book or Outlook® Express from the **Address Book** tab.
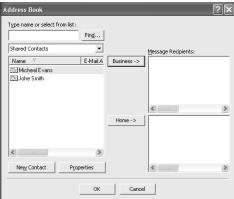
For the Address book file, you must enter the path and file name of the database file which contains the address book information.

—**OR**—

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

If you select Outlook® Express, you can use the Outlook® Express Address book when clicking the Address Book button on the sending window.
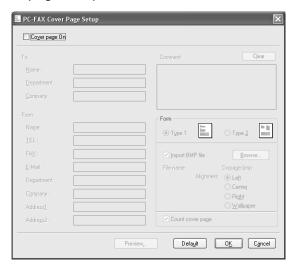
Setting up a Cover Page

From the PC-FAX dialog box, click ⊡ to access the PC-Fax Cover page setup screen.

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

Entering Cover Page Information

To

From

Comment

Type the comment you want to add to the 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.

✐ **Note**

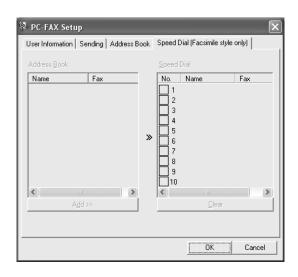If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

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.
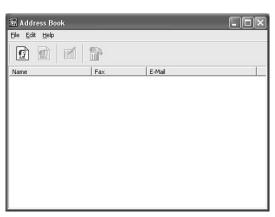
3 Click **Add >>** to save it.

To clear a Speed-Dial button:

1 Click the **Speed-Dial** button you want to clear.

2 Click **Clear** to erase it.

Address Book

From the **Start** menu, select **All Programs**, **Multi-Function Suite SP C210SF**, **PC-FAX Sending**, and then click **PC-FAX Address Book**.
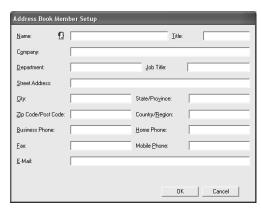
The **Address Book** dialog box will appear:

6

Setting up a Member in the Address Book

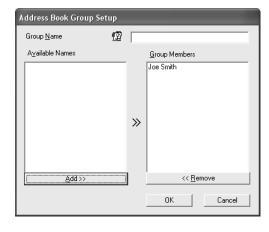In the **Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

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

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

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 recipients, you can combine them in to a Group.

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

The **Address Book 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**.

✎ **Note**

The maximum amount of faxes that can be sent as Broadcast using PC-FAX is 50 numbers.

Editing Member information

❶ Select the Member or Group you want to edit.

❷ Click the edit 📝 icon.

❸ Change the Member or Group information.

❹ Click **OK** to save your changes.

Deleting a Member or Group

❶ Select the Member or Group you want to delete.

❷ Click the delete 🗑 icon.

❸ 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:

📝 **Note**

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)**.

➊ From the Address Book select **File**, point to **Export**, and then click **Text**.
   —**OR**—
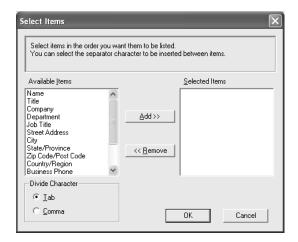   Click **Vcard** and go to Step 5.

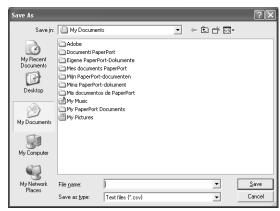➋ From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

📝 **Note**

Select the items in the order you want them listed.

➌ 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.

➍ Select **OK** to save the data.

➎ 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:

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

—**OR**—

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

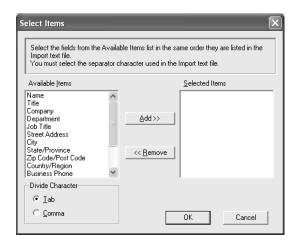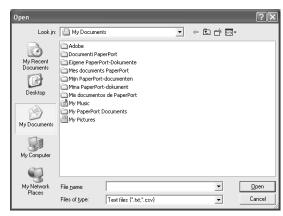❷ From the **Available Items** column select the data fields you want to import, and click **Add >>**.

📝 **Note**

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

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

❹ To import the data, click **OK**.

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

📝 **Note**

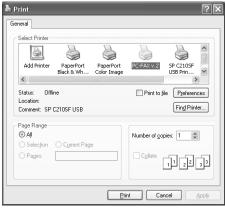If you selected a text file in Step 1, the **Files of type**: will be **Text file (*.csv)**.

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Sending a file as a PC-FAX using the Facsimile style user interface

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 Facsimile style user interface will appear, if it does not, check the user interface selection setting as detailed on page 6-2. (See *Sending setup* on page 6-2.)

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.

Note

If you make a mistake, 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.
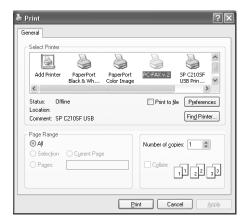
⑥ Click **Start** to send the fax.

Note

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**.
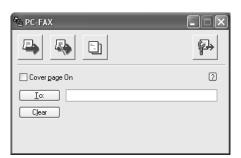
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Sending a file as a PC-FAX using the Simple style user interface

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 Simple style user interface will appear; if it does not check the user interface selection setting as detailed on page 6-2. (See *Sending setup* on page 6-2.)

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, click the **Cover Page On** check box.

📝 **Note**

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

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

⑦ If you want to cancel the fax, click the Cancel 🖳 icon.

PC-FAX receiving (including when the PC is turned off)

The PC-FAX Receiving software feature lets you view and store your faxes on your PC. It is automatically installed when you install the Multi-Function Suite.

When this feature is turned on, your machine will receive faxes into memory. Once it has received the fax, it will automatically send it to your PC.

Even if you have turned off your PC (at night or at the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example `PC Fax Msg:001`.

When you start your PC and the PC-FAX Receiving Software runs, your machine transfers your faxes to your PC automatically.

To enable the PC-FAX Receiving Software, do the following.

■ Turn on the PC-FAX Receive function in the machine's menu.

■ Run the PC-FAX Receiving software on your PC. (We recommend to select the **Add to Startup folder** check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Note

■ PC-FAX receiving is only available when using the USB or Parallel connection, not the Network (LAN) connection.

■ If you are using Windows® XP, Windows® 2000 Professional or Windows NT®, you must log on with administrator rights.

■ PC-FAX is available in Black & White only.

Turn on the machine's PC-FAX Receive function

1 Press **Menu/Set**, **2**, **5**, **1**.

2 Press ▲ or ▼ to select `PC Fax Receive`.

Press **Menu/Set**.

3 Press ▲ or ▼ to select `Backup Print:On` or `Backup Print:Off`.

Press **Menu/Set**.

4 Press **Stop/Exit**.

Note

If you select `Backup Print:On`, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC. The fax messages are automatically erased from your machine's memory when they have been successfully printed and sent to your PC. When Backup Print is off, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

Enabling PC-FAX Receiving

From the **Start** menu, select **All Programs**, **Multi-Function Suite SP C210SF**, **PC-FAX Receiving**, and then select **SP C210SF** or **SP C210SF USB**.

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

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Setting up your PC

❶ Right-click the PC-FAX ⬚ icon on your PC Task Bar, and then click **PC-Fax RX Setup**.

❷ The PC-Fax RX Setup dialog box will appear:

❸ In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.

❹ In **File Format**, select **.tif** or **.max** for the format the received document will be saved in. The default format is **.tif**.

❺ If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path of the wave file.

❻ 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 the PC is receiving a PC-FAX, the icon will alternate between 🖨 and 🖨 .

Once the fax has been received the icon will change to 🖨 .

The 🖨 will change to 🖨 once the received fax has been viewed.

Double-click any of the new faxes to open and view them.

❶ Run PaperPort®.

❷ Open the fax received folder.

❸ Double-click any of the new faxes to open and view them.

✎ Note

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"

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Software User's Guide