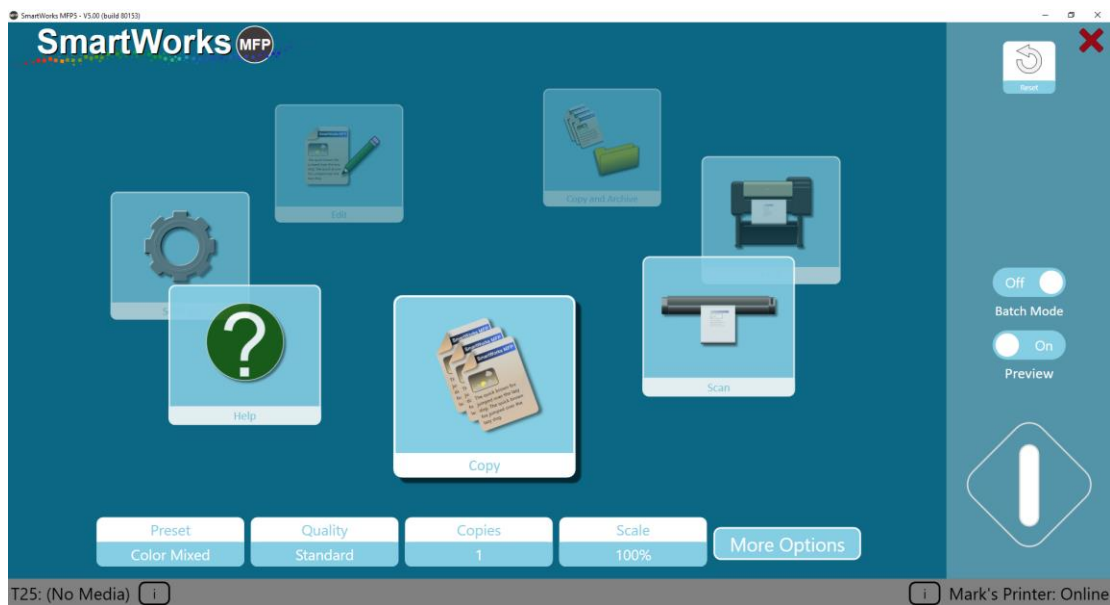


SmartWorks MFP5

User Manual

V3.00



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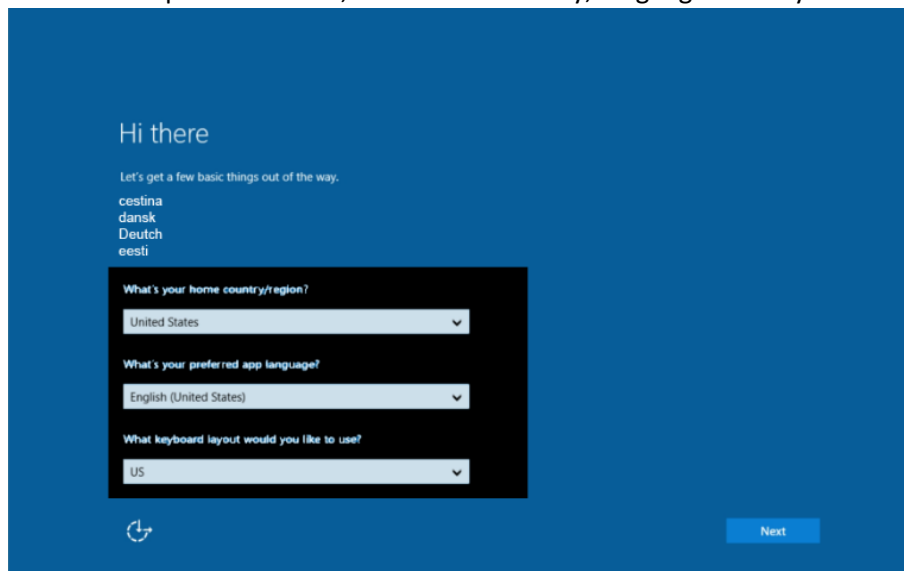
All-In-One PC Configuration

If your AIO has already had the Operating System configured to a language, skip this section.

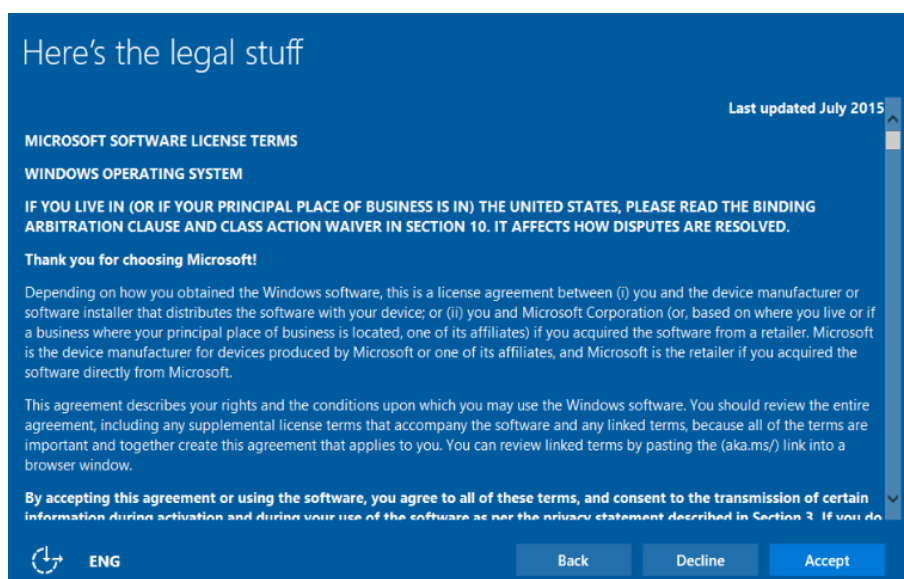
All-In-One first power on – Operating System language selection.

1. Power on, and wait for the PC to boot to the first screen shown below.

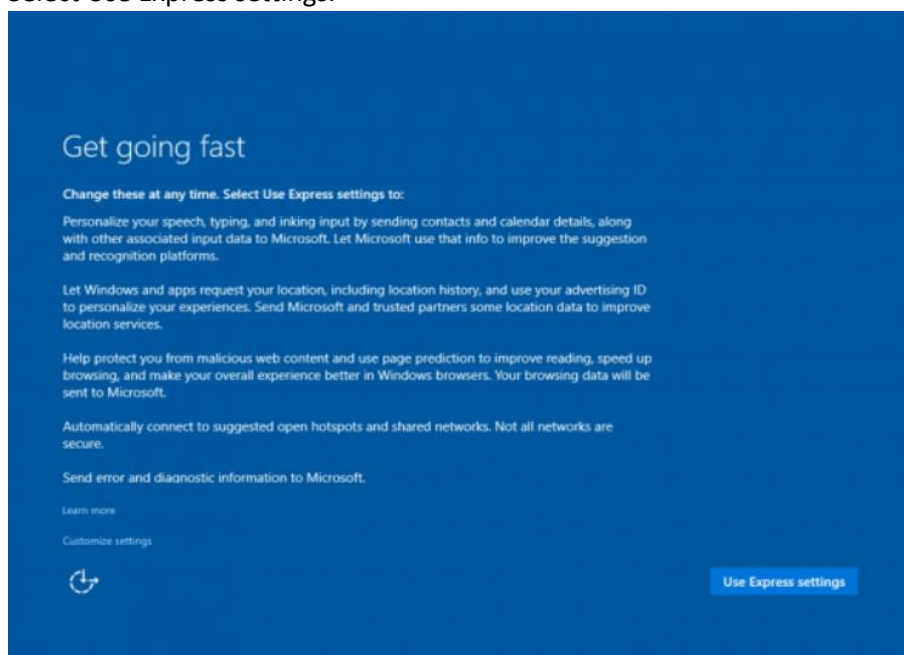
From the drop down menus, choose the country, language and keyboard then select Next.



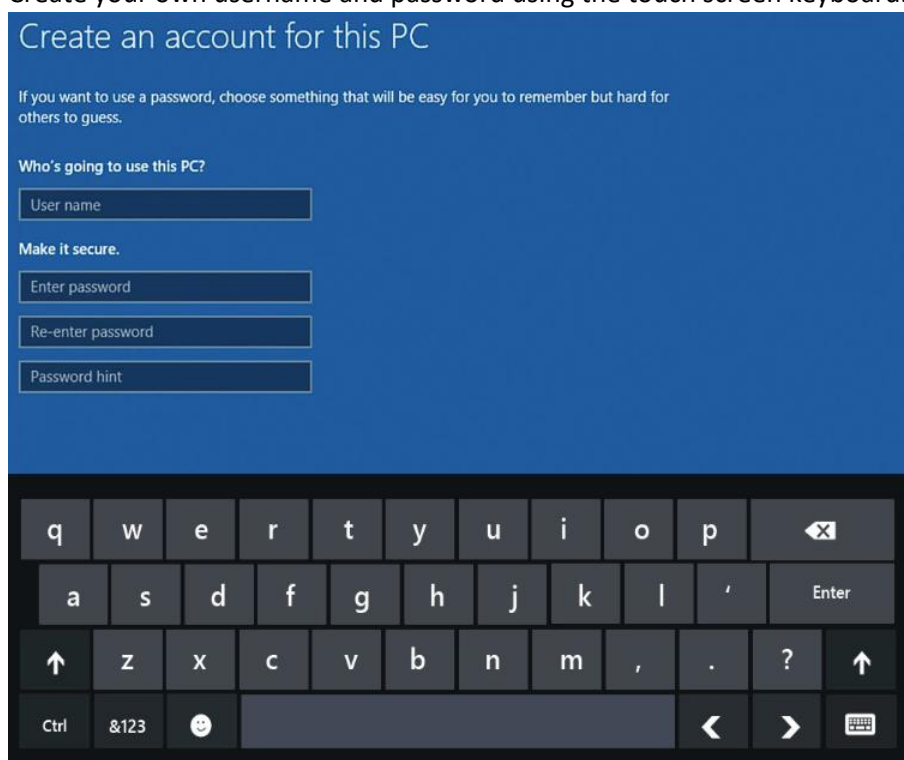
2. Accept the legal agreement.



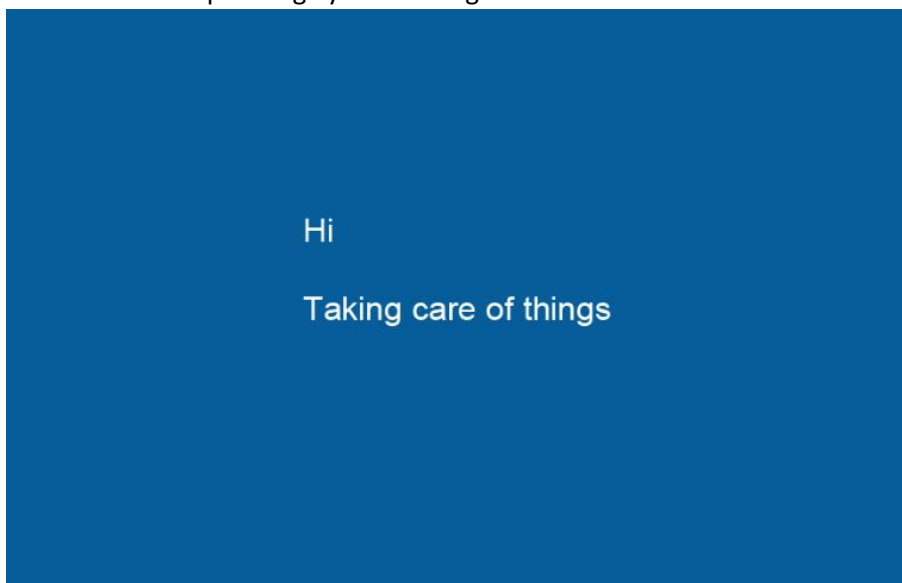
3. Select Use Express settings.



4. Create your own username and password using the touch screen keyboard.



5. Wait while the Operating System configures itself until it



6. Wait for the PC to complete installing the Operating System. This will take some time.

SmartWorks MFP V5 Software

Install all software & drivers from the provided USB installer

The USB stick includes all the software including

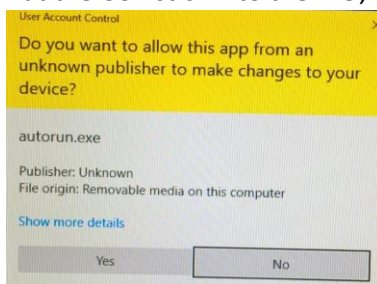
- T25/T36 Utilities & USB driver
- SmartWorks MFP5
- Canon Device Management Console, Canon Direct Print & Share and Canon TX Printer software & drivers.

Notes:

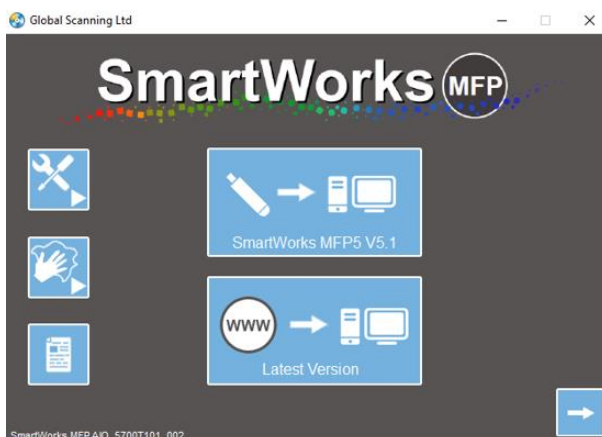
- Ensure the scanner is configured and powered on.
- Ensure the printer is configured and powered on.
- Although SmartWorks MFP5 has its own internal printer driver, it passes the data to the printer via the spooler of the Windows printer driver.
 - The printer driver should be configured with an IPv4 Address.
- Direct Print and Share must be installed on the same PC as SmartWorks MFP to enable the Scan to Cloud option.

To load all the software from the USB stick provided:

Put the USB stick into the AIO, and browse to the USB stick and double click “Autorun.exe”.



The installer has 2 options – install SmartWorks MFP5 from the USB stick, or browse the Internet to download the latest version.



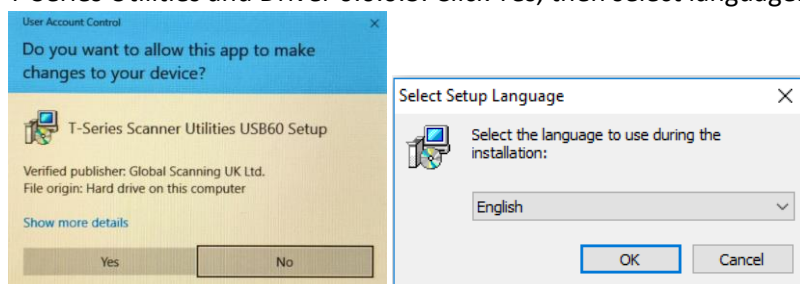
<http://www.mfp.colortrac.com/MFP5/>

Program and Firmware			
File	Version	Size	Date
MFP 5 Install	V5.1	858Mb	14/12/2017
SmartWorks MFP V5.1 Readme		3.03Kb	14/12/2017
T Series Utilities and Driver	Read Me	v0.0.0.3	15Mb
T Series Firmware	Read Me	v2.08	334Kb

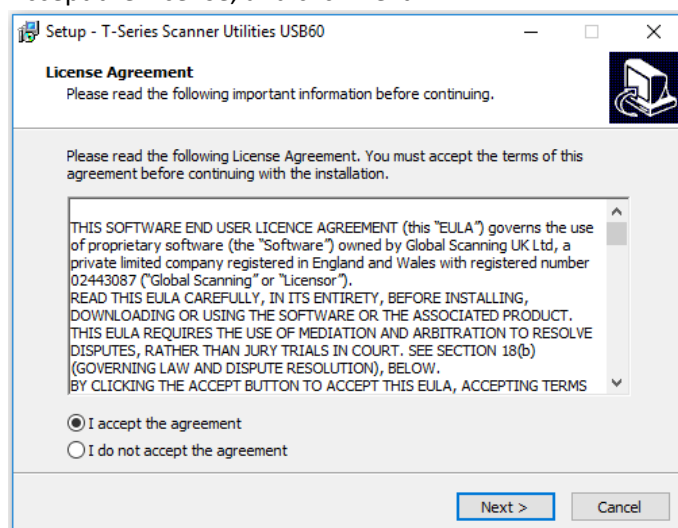


Installation – Utilities & Driver

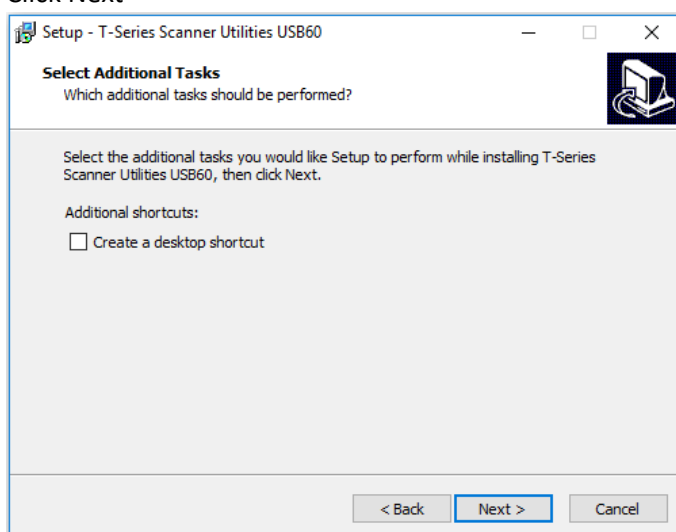
1. T-Series Utilities and Driver 0.0.0.3. Click Yes, then select language.



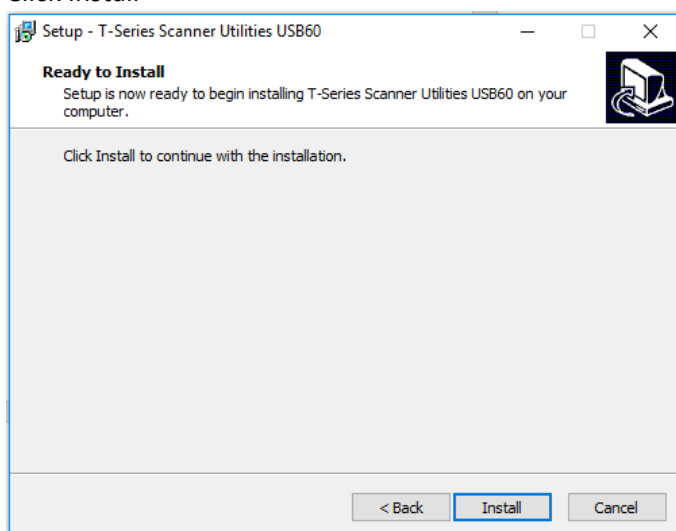
2. Accept the License, and click Next



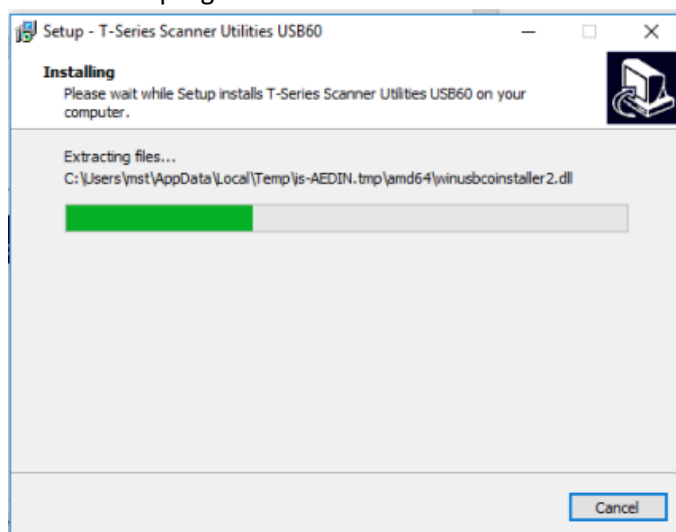
3. Click Next



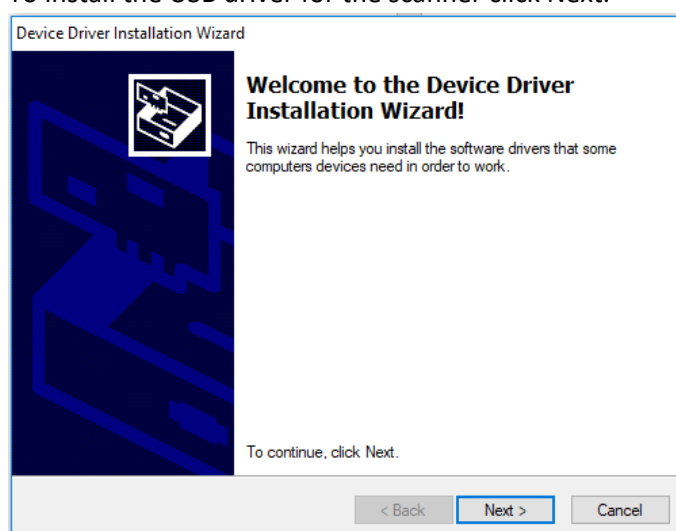
4. Click Install



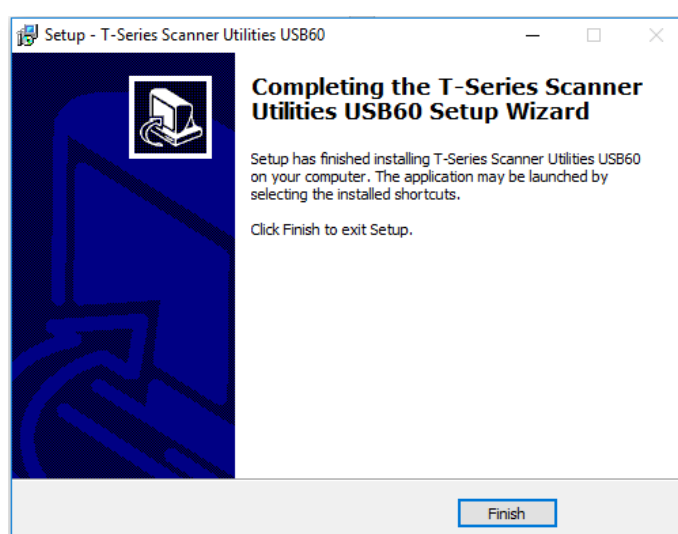
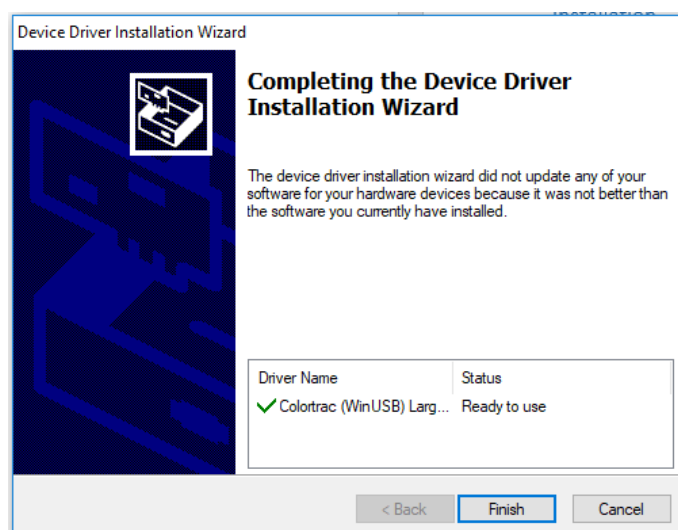
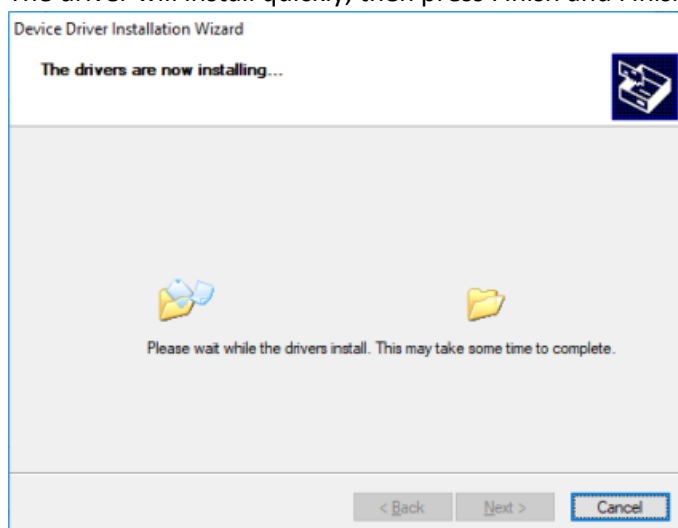
5. Wait for the program to install.



6. To install the USB driver for the scanner click Next.

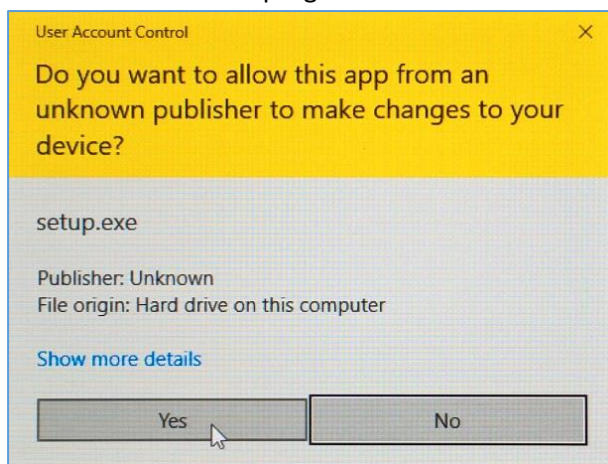


7. The driver will install quickly, then press Finish and Finish again.

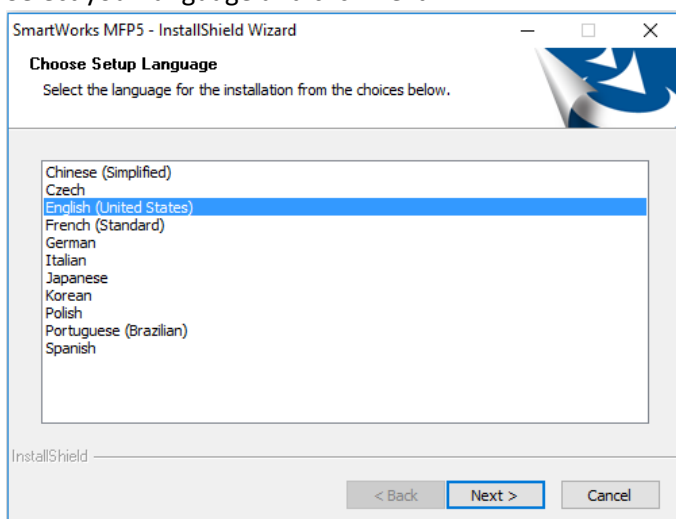


Installation – SmartWorks MFP5

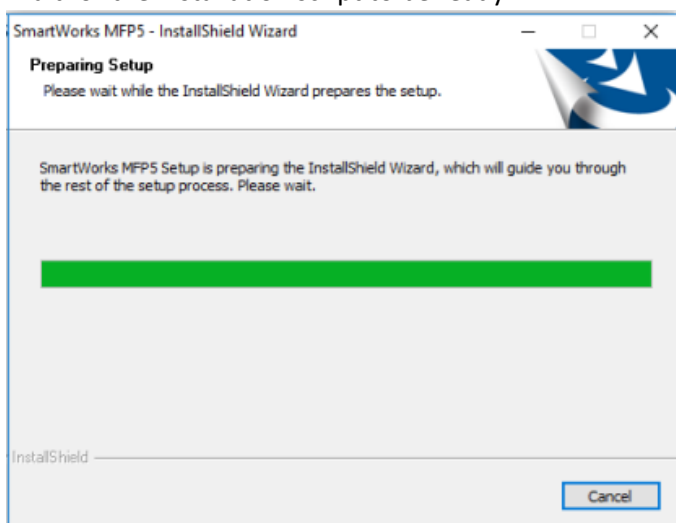
1. Click Yes to allow the program to install.



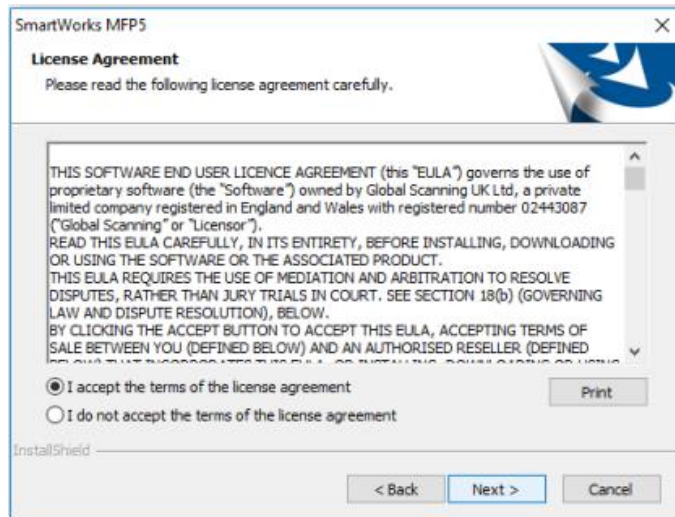
2. Select your language and click Next.



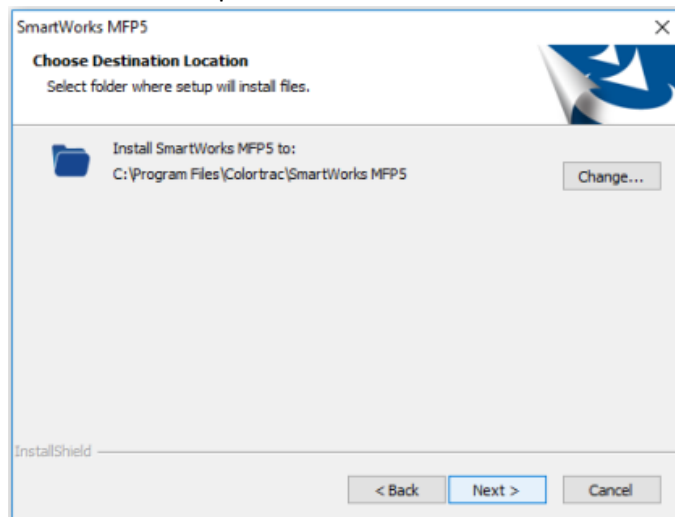
3. Wait for the installation script to be ready.



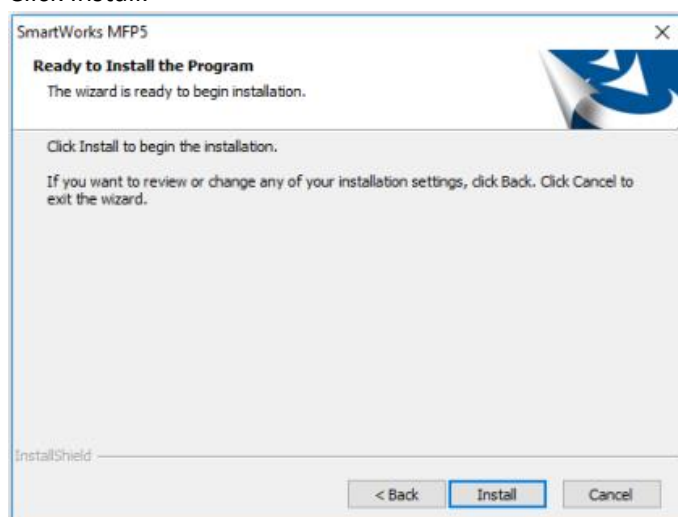
4. Accept the License Agreement and click Next.



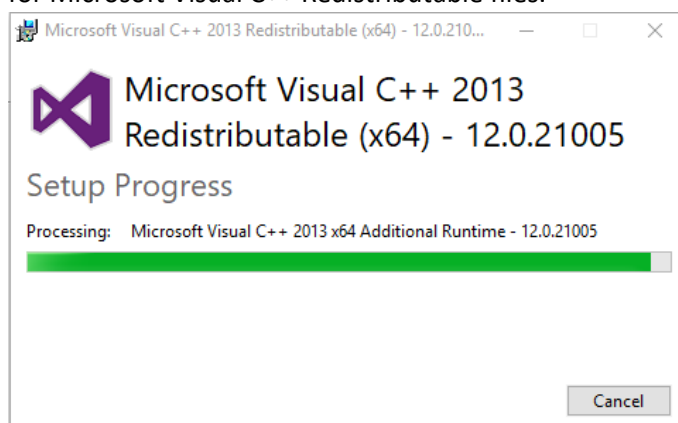
5. Click Next to accept the default installation folder for the software



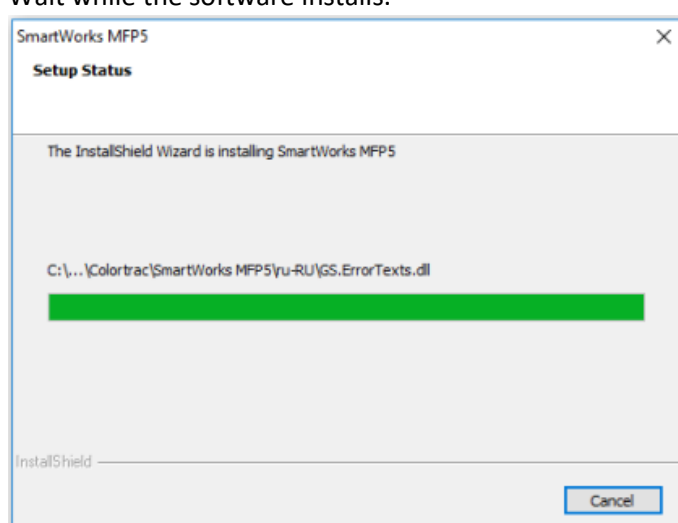
6. Click Install.



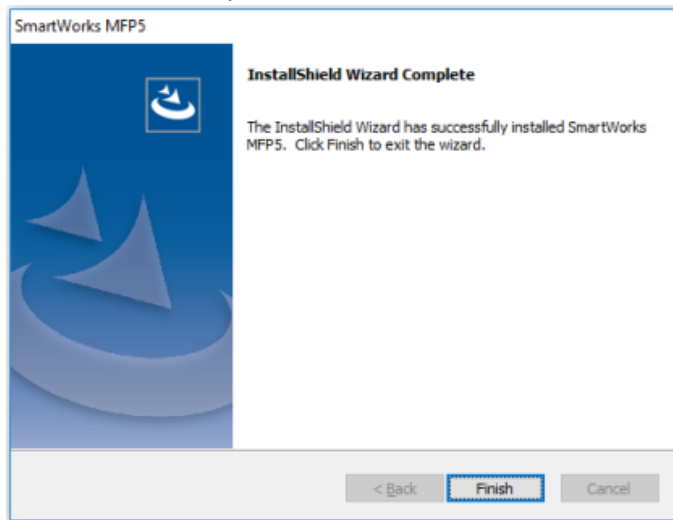
7. Depending on the current level of the Operating System, you may see installations screens for Microsoft Visual C++ Redistributable files.



8. Wait while the software installs.



9. Click Finish to complete the installation.



Installation – Printer software

1. The installer will automatically install Canon Device Management Console, Canon Direct Print & Share and Canon Printer software & drivers. Please refer to the appropriate Canon documentation.

Home Page

Overview

This application is designed to be operated via a touch screen. It is part of an MFP system which includes a T25/T36 large format scanner and a Canon printer.

The functions supported are:

Copy, Scan, Print, Edit, Copy & Archive.

It uses a scan once, preview edit workflow. This means the image is scanned once, edited on the large screen, then printed (Copy) or saved (Scan) only when you are happy with the image. This saves time as well as paper and ink. It protects delicate documents from being scanned multiple times while trying different settings.



Dongle added features



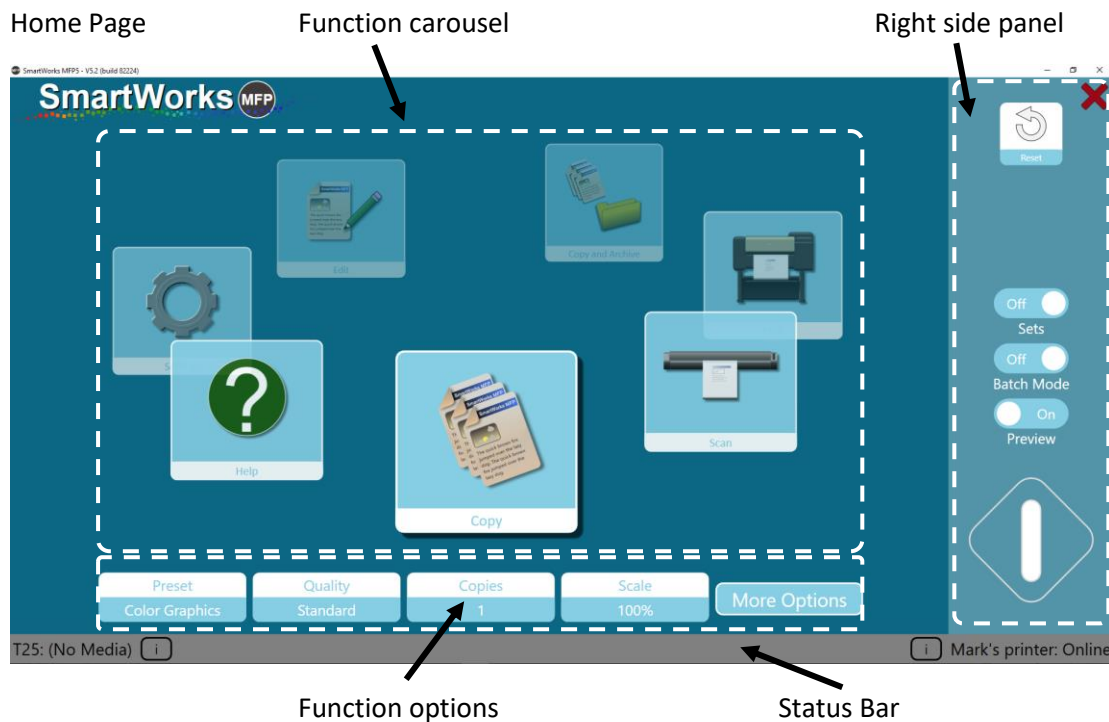
With the Dongle (Hardware software license) plugged into the PC, the software supports:

- SC Xpress scanner support only. No T series scanner support.
- Océ ColorWave and PlotWave printers (including folder) & all Canon printers supported.
- No need for printer to be present to enable the system.

Without the Dongle (Hardware software license) plugged into the PC, the software supports:

- T series scanner support only. No SC scanner support.
- All Canon printer supported. No Océ printers supported.
- Printer must be present to enable the system.

Navigation



The Home page shows the main functions displayed on a revolving carousel. The function at the front is the active function (The active function in the picture above is Copy). Touch or swipe on any function icon to rotate the carousel.

Under the selected function, the most common options for that function are displayed:

E.g. For Copy = Preset, Quality, Copies, Scale.

The options will change according to the function at the front of the carousel. More options are available under the More Options button.

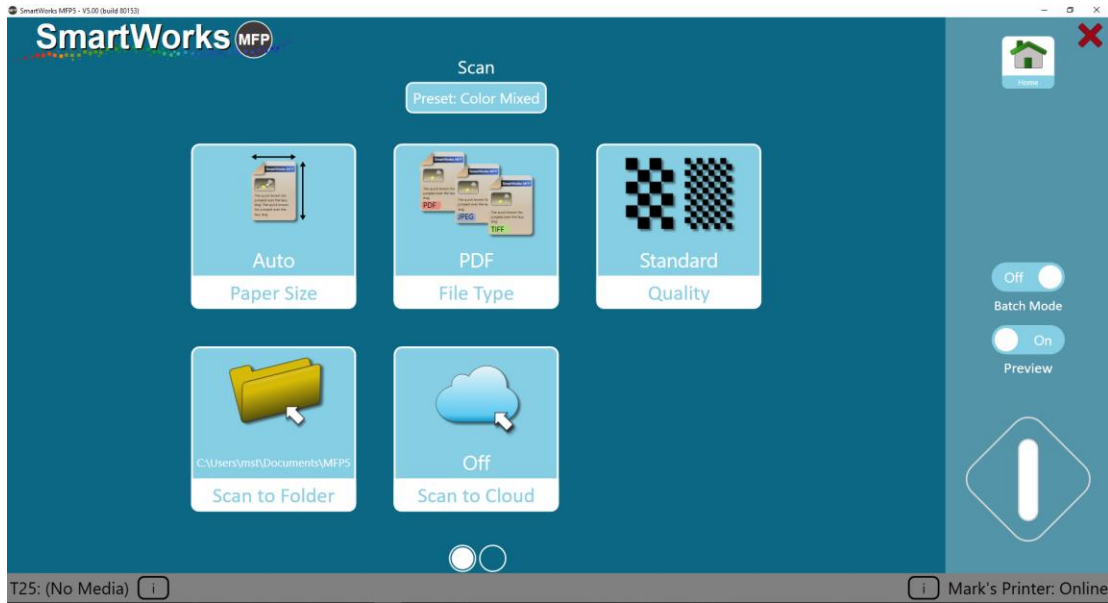
The right side panel of the screen shows features that define the mode of operation for that function: E.g. Preview on/off, Batch mode on/off, Sets on/off.

There is a Reset button in the top right of the Home page, which return the program to the power on default settings.

There is a Red "X" button in the top right of the Home page, which will either close just the software or close the software and shutdown the PC depending on the Preferences defined in Settings.

At the bottom of the screen, the scanner is shown on the left, the printer on the right. This shows the status of the device, and selecting the "i" will provide more information about the device.

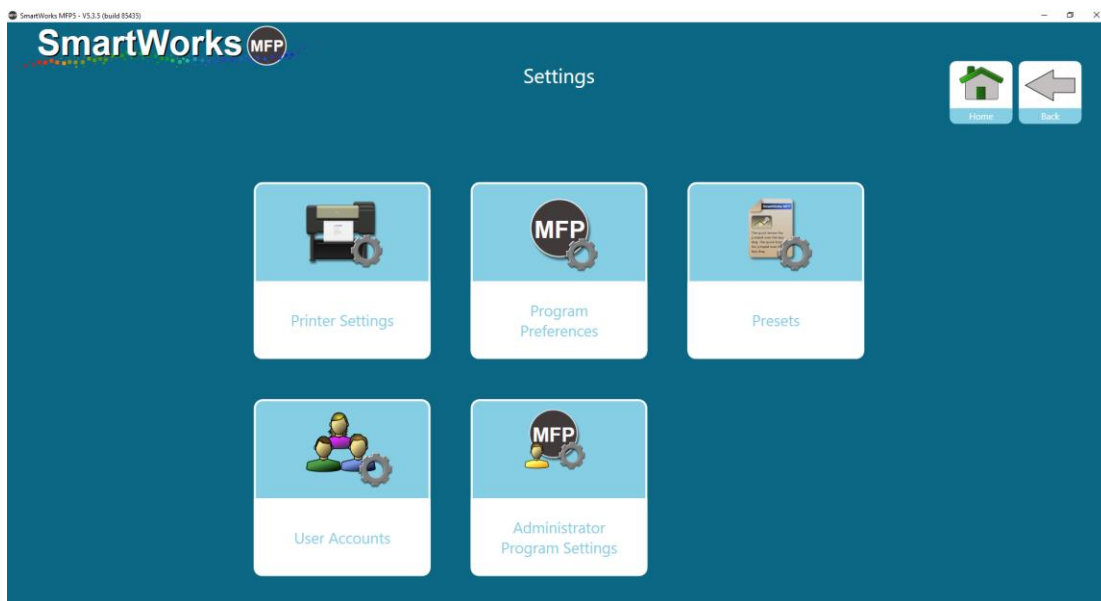
On some screens, if there are more choices available, then the number of circles at the bottom of the screen show how many pages are available. The selected page is identified by a filled circle. Click the circles to switch between pages.

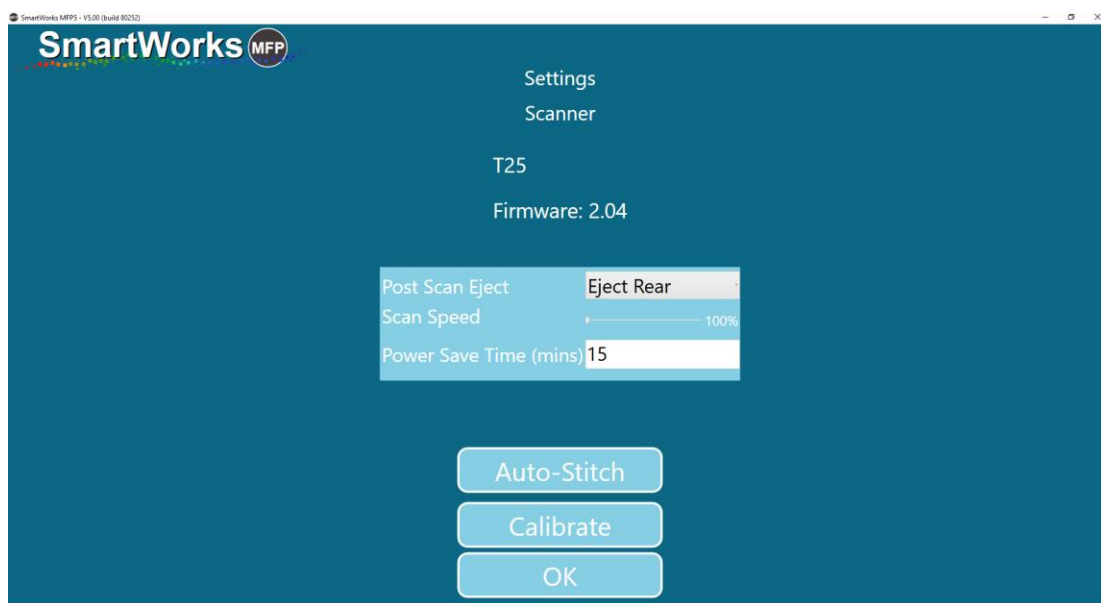


As you navigate through the menus, there is a Home button and sometimes a Back button in the top right corner. Some screen use an OK button to return to the previous page.

Home – returns to the Home page

Back – goes to the previous page.





Timeout Reset

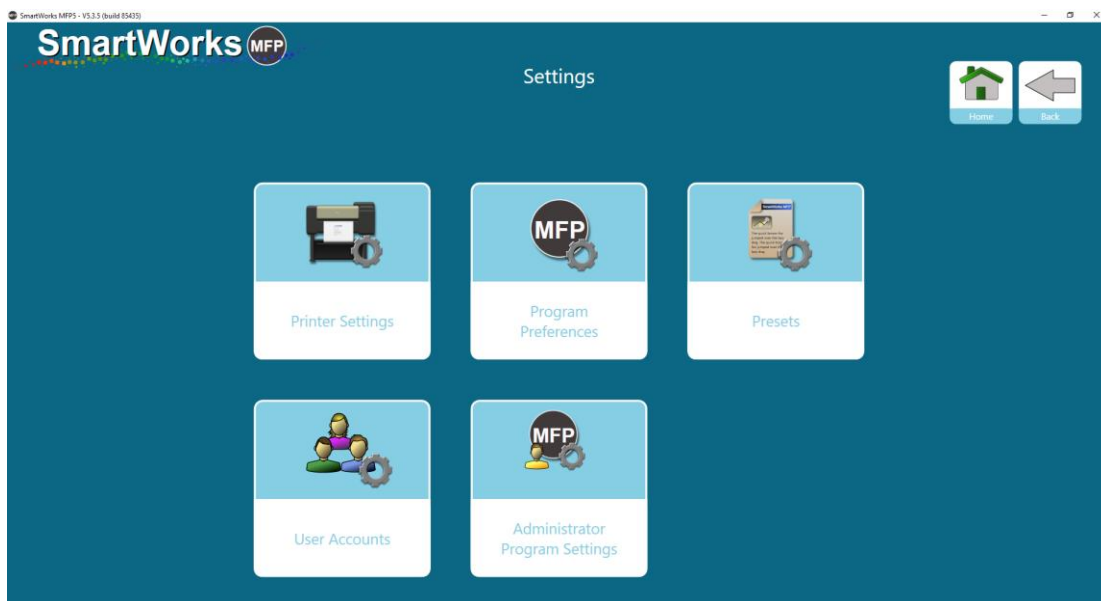
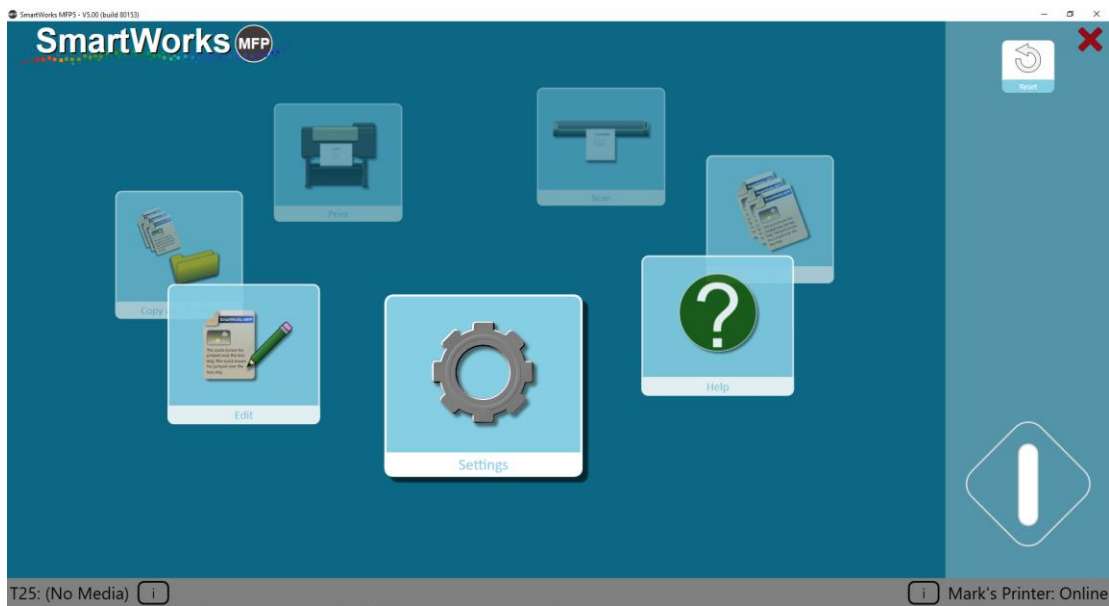
After a period of 2 minutes with no activity, the software will return automatically to the Home screen and reset to the Program Preferences (power on defaults). If User Accounts are enabled, it will also, log out the current user and show the logon screen.

The timeout period is adjusted in Settings-Program Preferences.

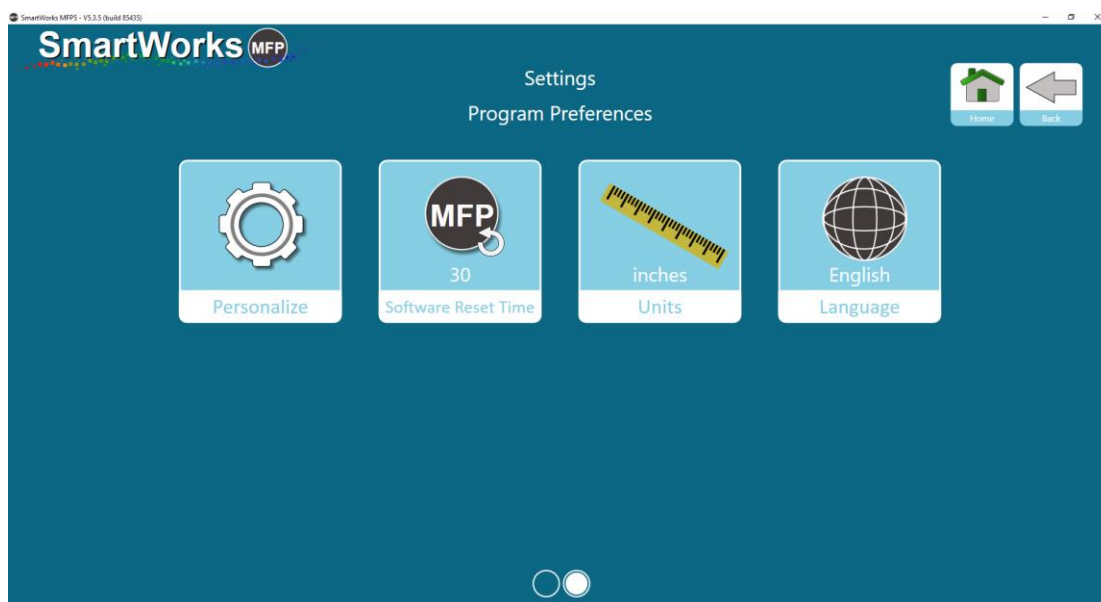
Setup

Language and Units

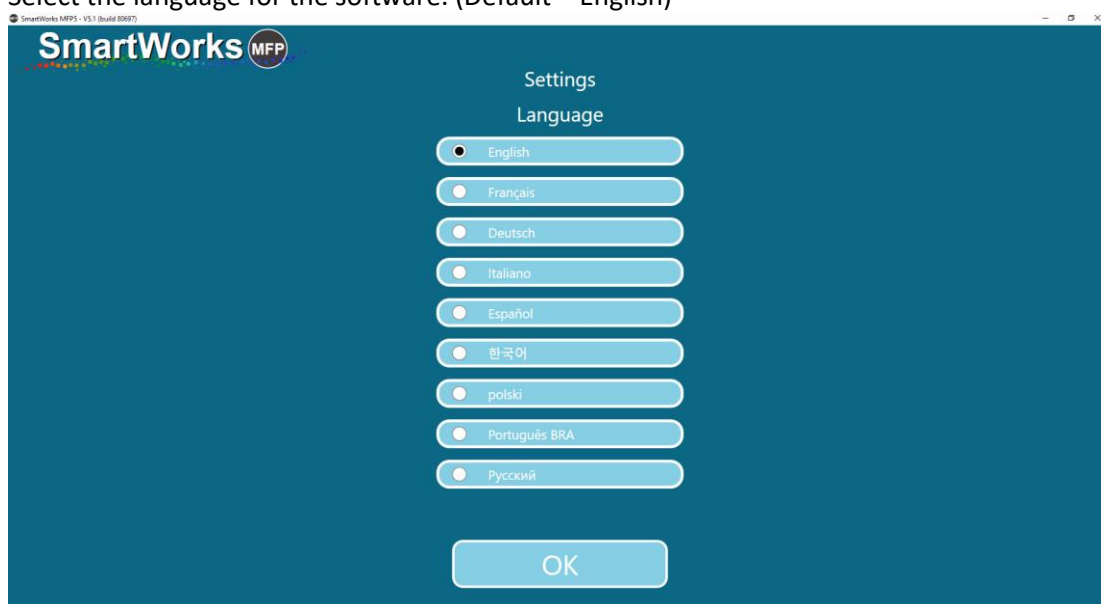
Select Settings on the Home page. Press the Settings to enter the Settings Menu.



Select Program Preferences and go to Page 2.



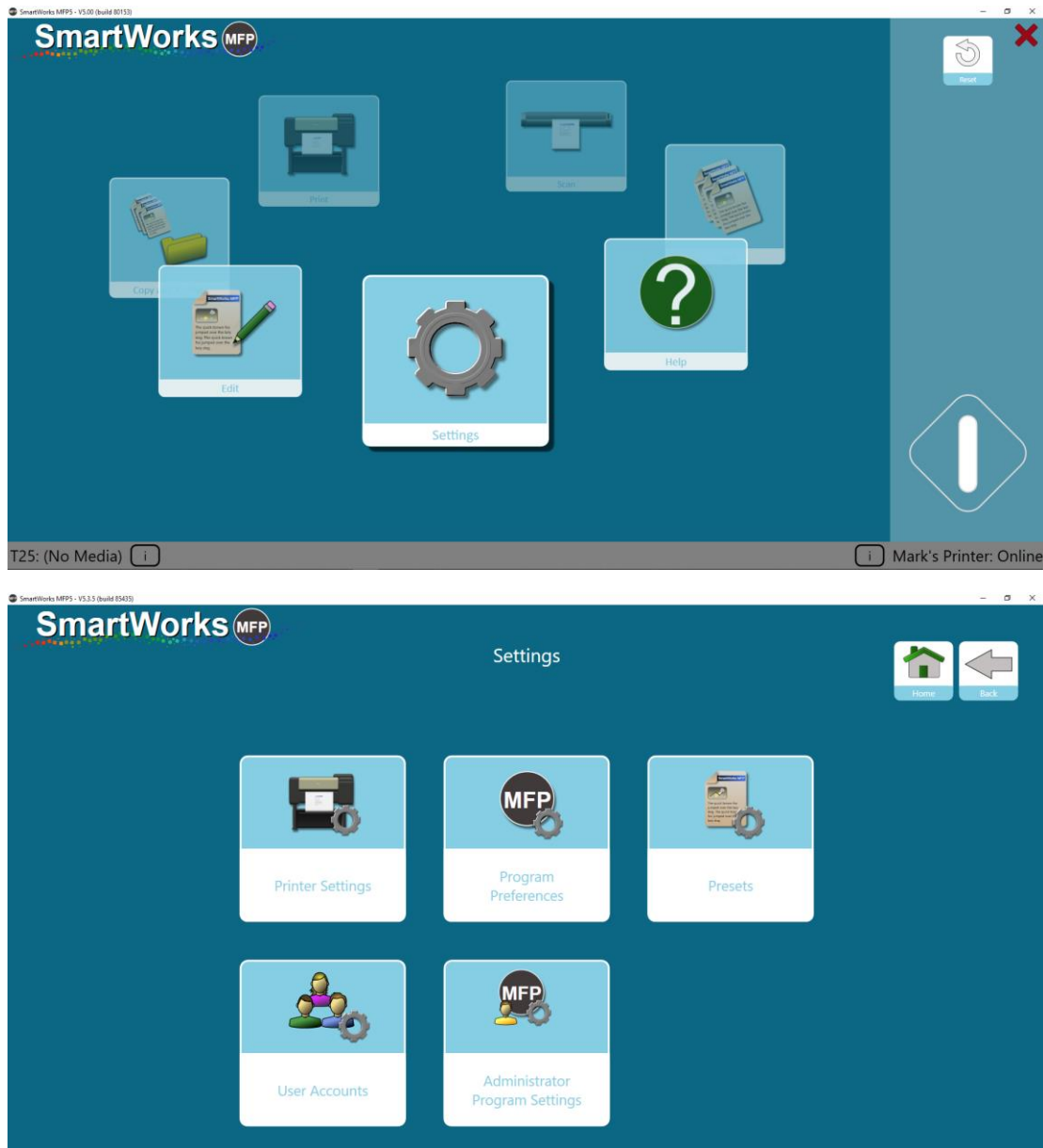
Select the units for the software. (Default – mm)
 Select the language for the software. (Default – English)



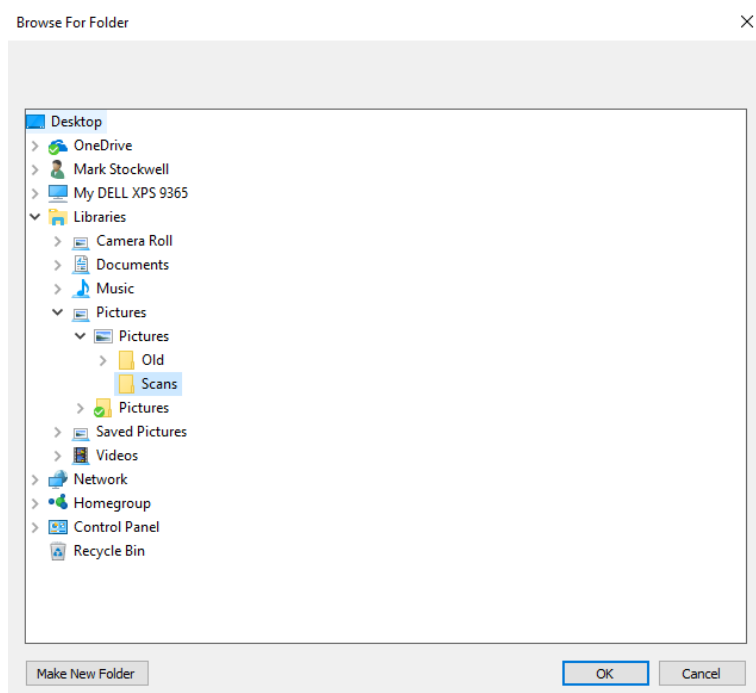
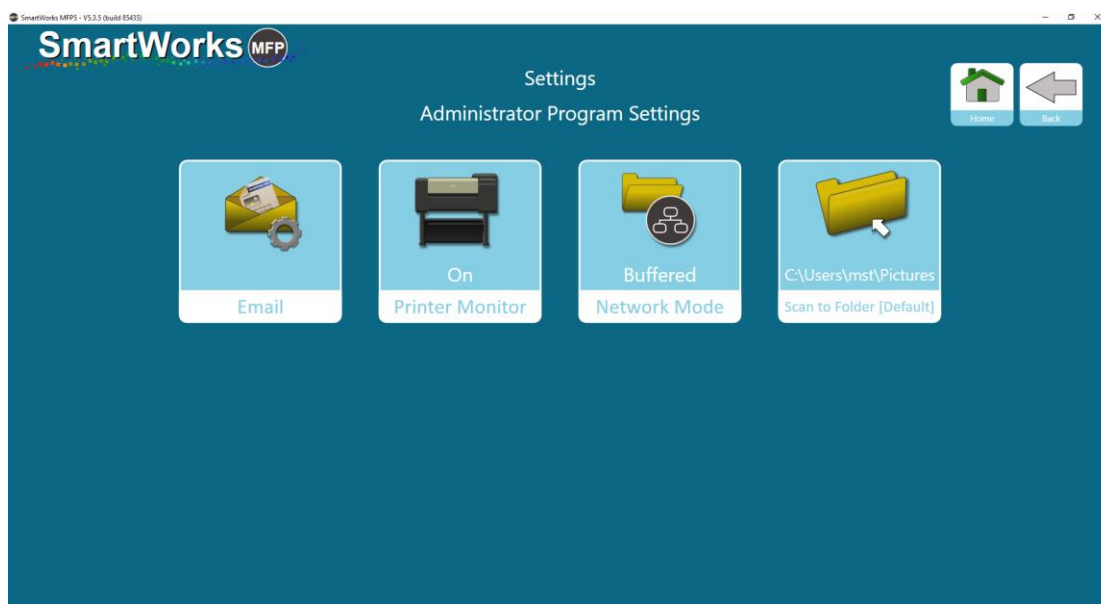
Default Scan folder

The scan folder must be accessible to the current Windows User. The program will default to the local Pictures folder for that Windows User if a folder is not accessible by that Windows User.

Select Settings on the Home page. Press the Settings to enter the Settings Menu.



Select Administrator Program Settings.



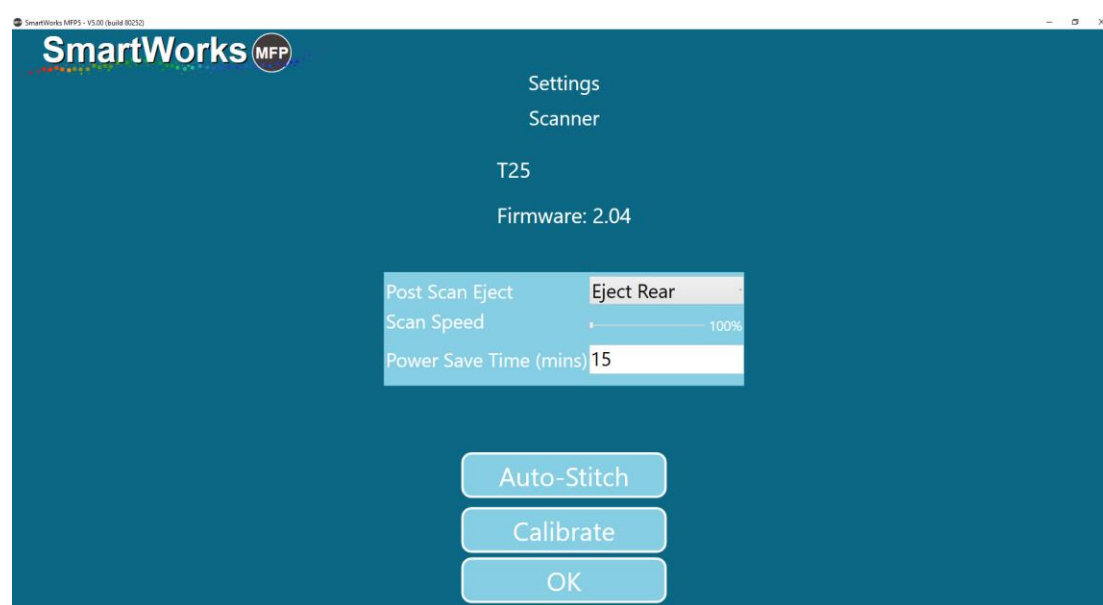
Scanner Setup

When the scanner is powered on and connected to the PC, the software will automatically detect the scanner and display it in the bottom left hand corner.



Scanner info and settings

The status of the scanner is shown in the bottom left hand corner of the screen, and selecting the “i” will provide more settings. It provides access to scanner maintenance task: Calibrate and Auto-Stitch.



You can select whether the document is ejected out of the rear of the scanner after scanning (Batch mode will automatically use Eject Rear), or rewound to be ejected out of the front of the scanner.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents or to prevent Stop/Start scanning.

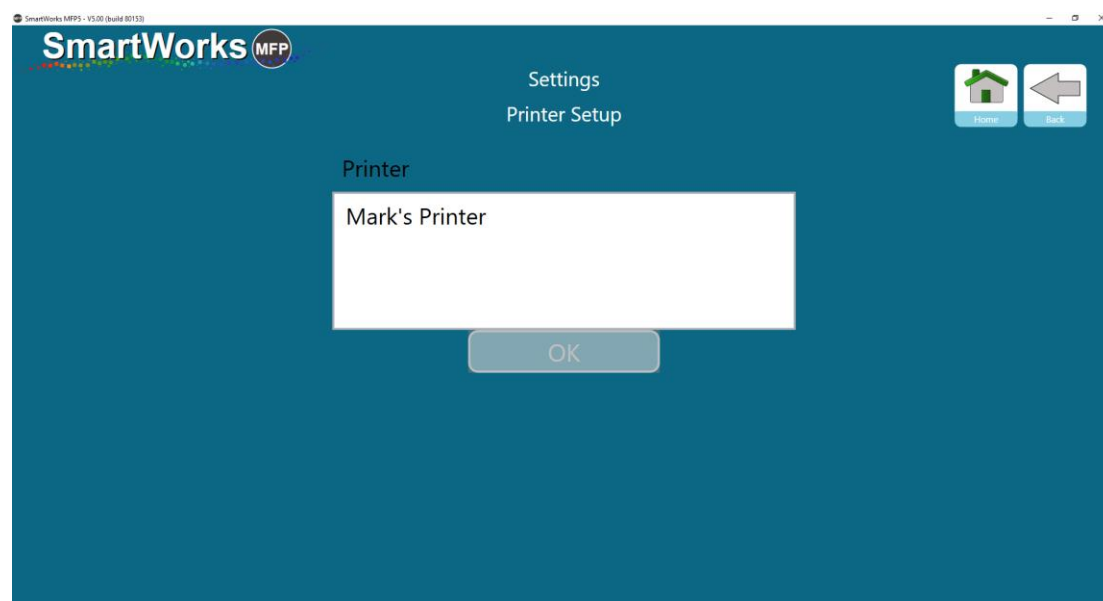
The power save time defines how long with no activity before the scanner goes into its energy saving sleep mode. The default is 15 minutes. The maximum is 240 minutes.

Printer Setup

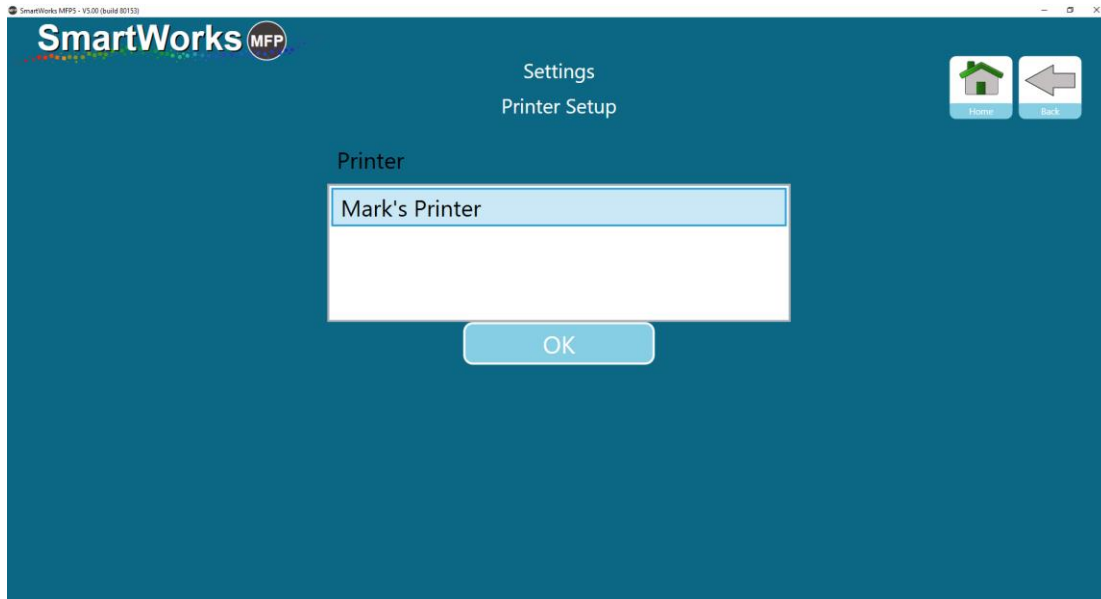
On the first start up, the software shows “Printer Not Found” in the bottom right hand corner of the screen with a Printer Setup button.



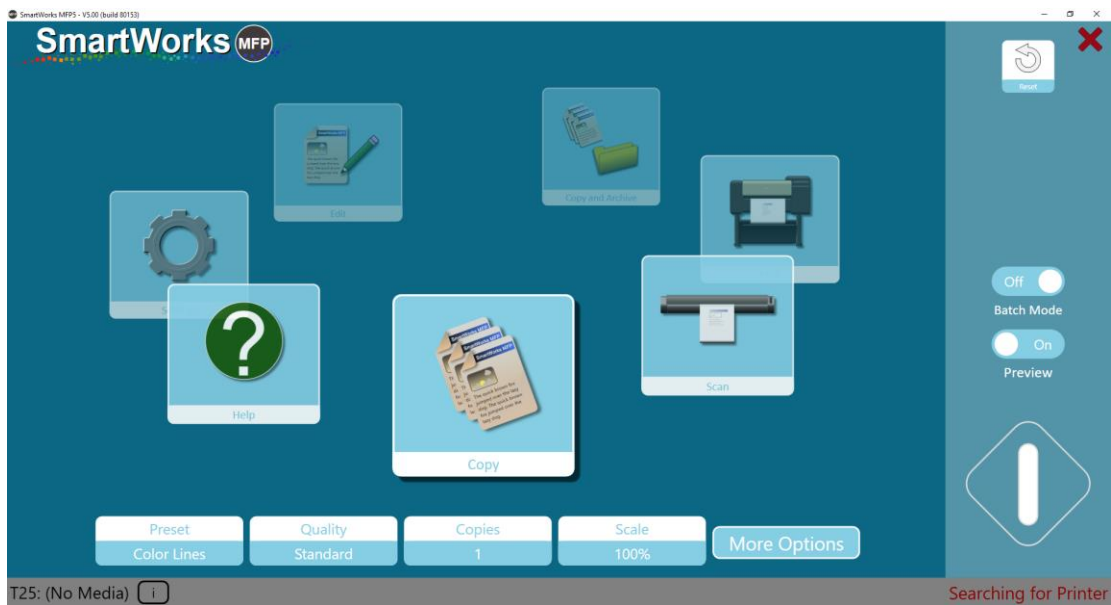
Press the Printer Setup button and the software will display a list of installed supported printer drivers.



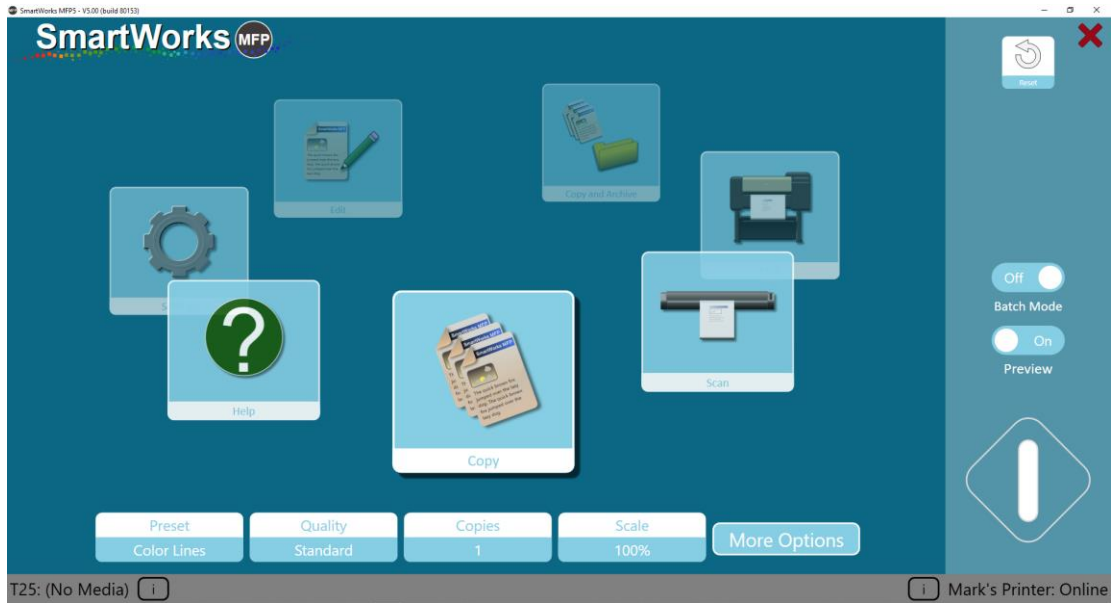
Select the printer from the list of installed supported Windows printers and press OK.



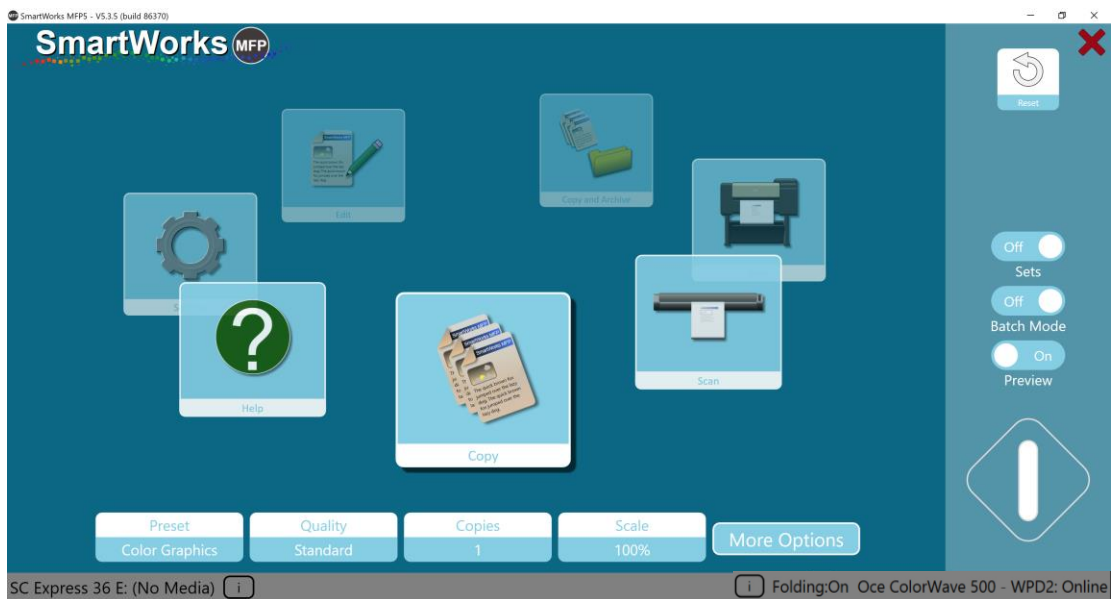
The software will then search and communicate with the printer, so the printer must be online.



Once the printer has been found, the printer's name will be displayed.



If using an Océ printer with a folder, the folder status will also be displayed.



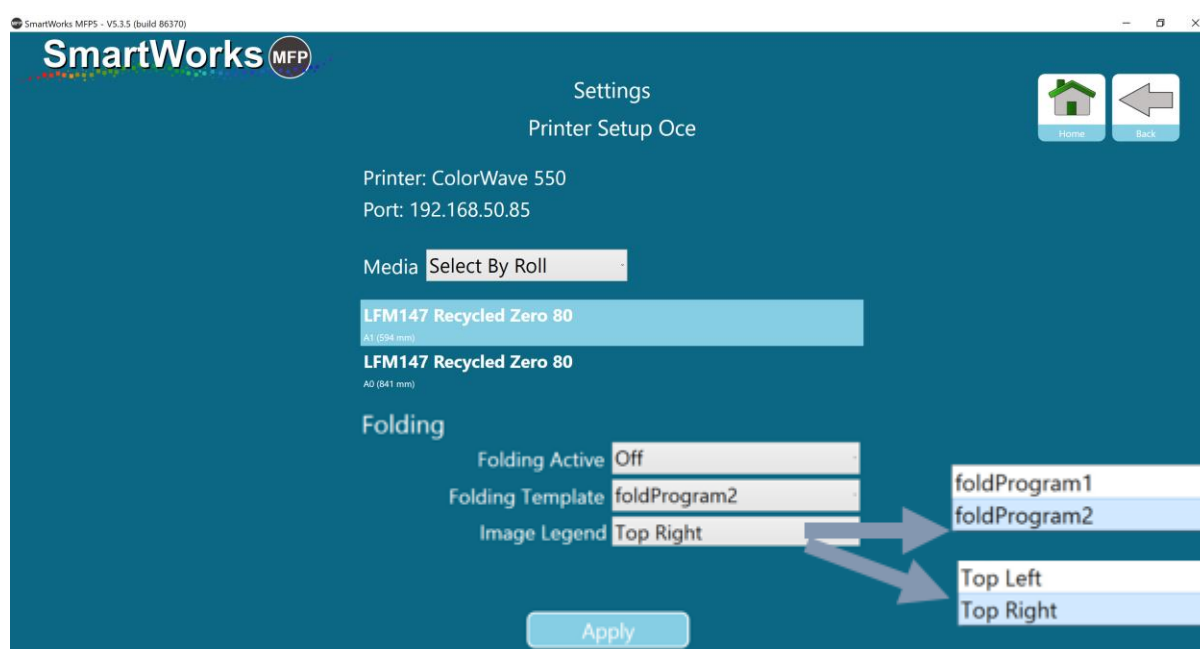
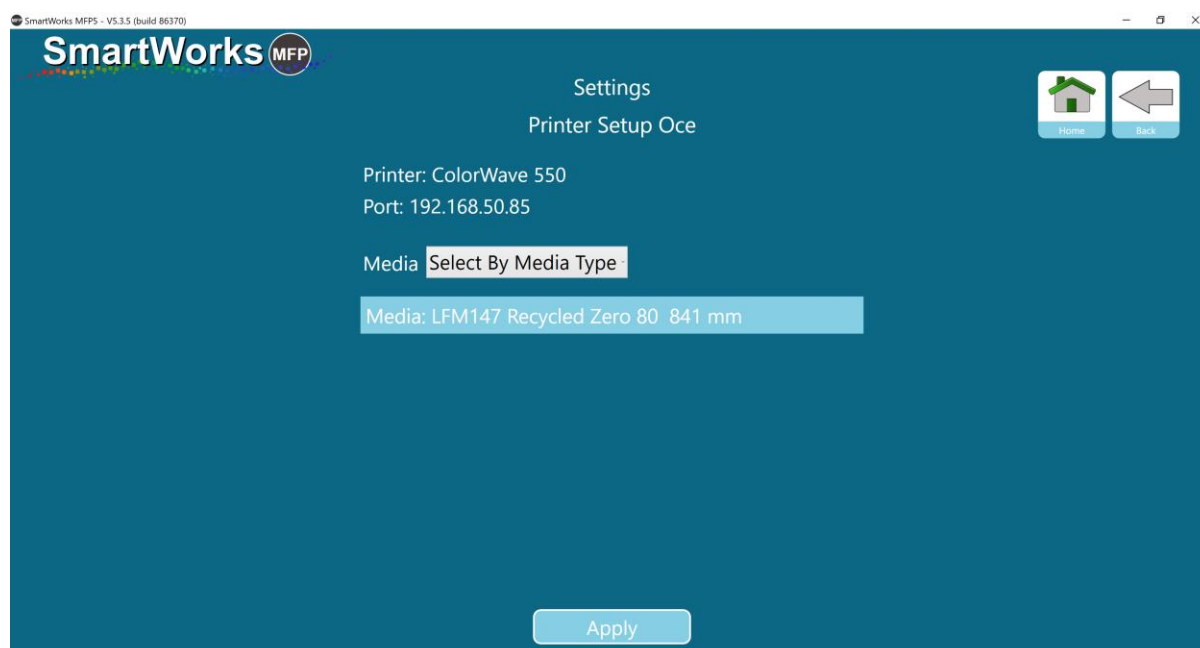
Printer info and settings (including folder)

Once configured, the status of the printer is shown in the bottom right hand corner of the screen, and selecting the “i” will provide the printer model, its port and the media type loaded.

Certain printer models display additional settings that can be edited by the user.

If the printer supports multiple rolls, the user can choose a different Media Type or Paper Roll.

If the printer supports a folder, the user can choose the folding status, folding template (as defined on the printer) & position of title block on original document as fed into the scanner.



Function requirements – When the Green button is displayed. Demo Mode. Dongle.

Scan– The Scanner must be on with a document loaded, and the printer must be online. (The printer is not required if the dongle is being used).

Copy and Copy & Archive – The Scanner must be on with a document loaded, and the printer must be online.

Print – A file must be selected and the printer must be online.

Edit – A file must be selected. The scanner or printer do not need to be present.

Demo mode – If no printer or dongle is connected, the software will operate in Demo Mode. All the pages can be accessed, but the Green button will not display for the Copy, Scan, Print and Copy & Archive functions. The Edit function will operate to show Preview screen operation.

Operation

Home Page – Batch Mode and Preview definition



Batch Mode (Copy, Scan, Copy & Archive mode) – The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner until the batch processed is stopped by using the Blue button.

Preview (Copy, Scan, Copy & Archive mode) – Shows the scanned image on screen to allow image adjustment before printing or saving.

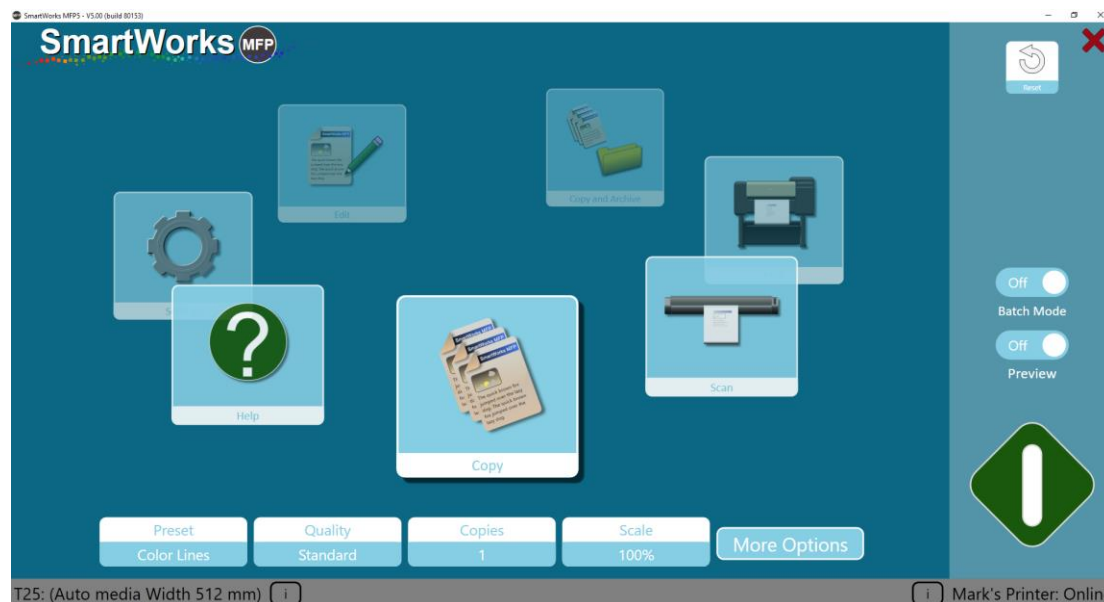
Home Page – Temporary changes to a Preset



Changes to any option that mean the settings are no longer as defined by the Preset are indicated by a "*" next to the Preset name.

Quick Copy, Scan or Copy & Archive without Preview

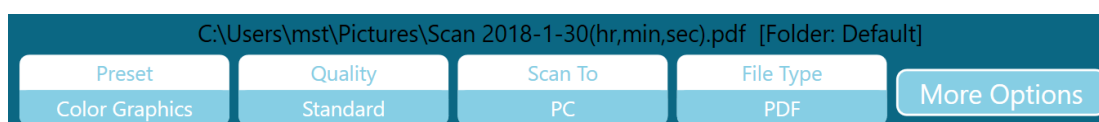
1. Insert the original document into the centre of the scanner, face up. The size of the document will be displayed in the bottom left hand corner of the software.
2. Select Copy, Scan or Copy & Archive on the Home page.



3. Make any changes as required for
 - a. Copy: Presets (Document type), Quality, Number of Copies or Scale.



- b. Scan: Presets (Document type), Quality, Scan To destination or File Type.



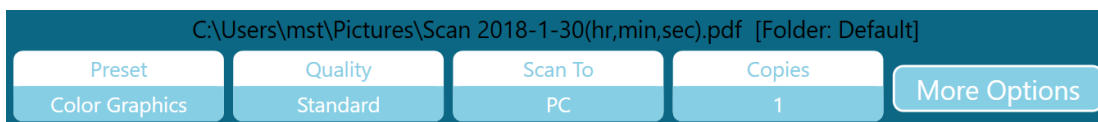
Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

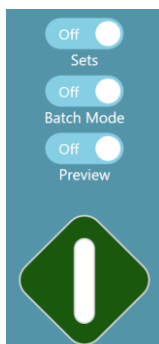
Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.



- c. Copy & Archive: Presets (Document type), Quality, Scan To destination or Number of Copies.



4. Turn Off Sets, Batch Mode and Preview, then Press the Green button.

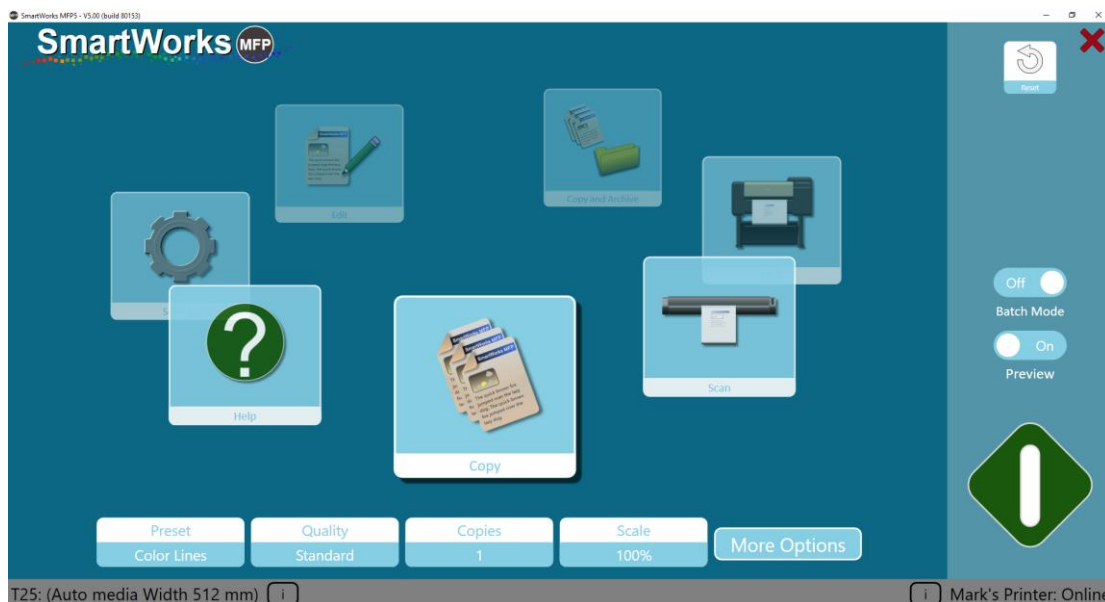


5. The process can be cancelled by pressing the Red button.



Quick Copy, Scan or Copy & Archive with Preview

1. Insert the original document into the centre of the scanner, face up. The size of the document will be displayed in the bottom left hand corner of the software.
2. Select Copy, Scan or Copy & Archive on the Home page.



3. Make any changes as required for
 - a. Copy: Presets (Document type), Quality, Number of Copies or Scale.



- b. Scan: Presets (Document type), Quality, Scan To destination or File Type.



Scan to: PC or USB.

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick has been inserted into the PC.

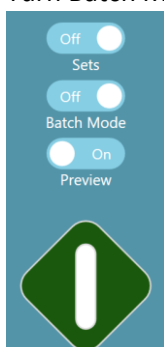
Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.



- c. Copy & Archive: Presets (Document type), Quality, Scan To destination or Number of Copies.



4. Turn Batch Mode Off and turn Preview On. Press the Green button.



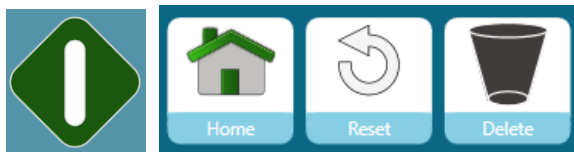
5. The process can be cancelled by pressing the Red button.



6. A preview image will be displayed. Adjust as necessary. (See [Preview](#)).



7. Press the Green button to Save or Print with the images adjustments.
Press the Home button to cancel the Print, or to save the original Scan file without the image adjustments.
Press the Reset button to undo all the edits and return the image to its original state.
Press the Delete button to delete the scan file. (Scan mode only).

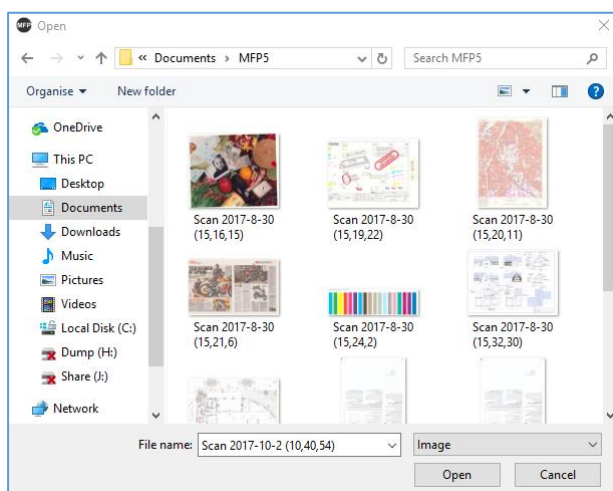


Quick Edit or Print with Preview

1. Select Edit or Print on the Home page.



2. Select the File – Browse to find the Tiff or JPEG file you wish to Edit or Print.



3. Press the Green button.



4. A preview image will be displayed. Adjust as necessary. (See [Preview](#)).









5. Press the Green button to Save or Print with the images adjustments. Press the Home button to cancel. Press Reset to remove all edits.



Preview

The Preview screen is available for all functions (except Settings & Help) to allow image adjustment.



- 
 Home: Press the Home button to cancel the Print, or to save the original Scan file without the image adjustments.
- 
 Reset: Press the Reset button to undo all the edits and return the image to its original state.
- 
 Delete: Press the Delete button to delete the scan file and return to the Home page. (Scan mode only).
- 

 Zoom: + and -. You can also zoom in and out using 2 finger gestures on the image. When zoomed in, pan using 1 finger on the image.
- 
 Zoom to Extents to show the whole image.

File Settings (Scan/Edit)

Change filename and file type of file to be saved.



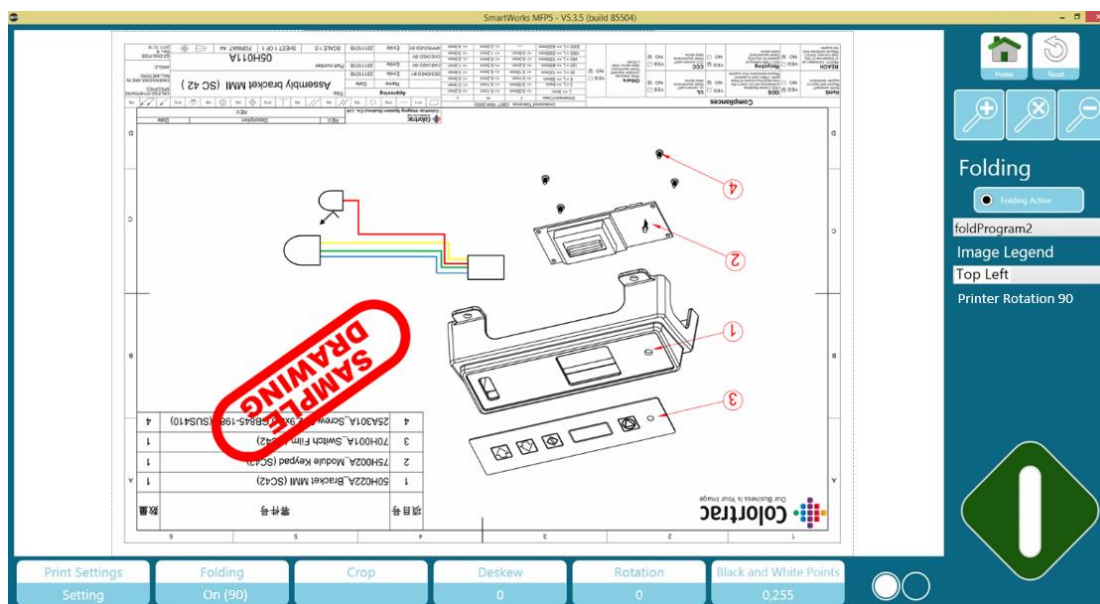
Print Settings (Copy/Print)

Change number of copies before printing.



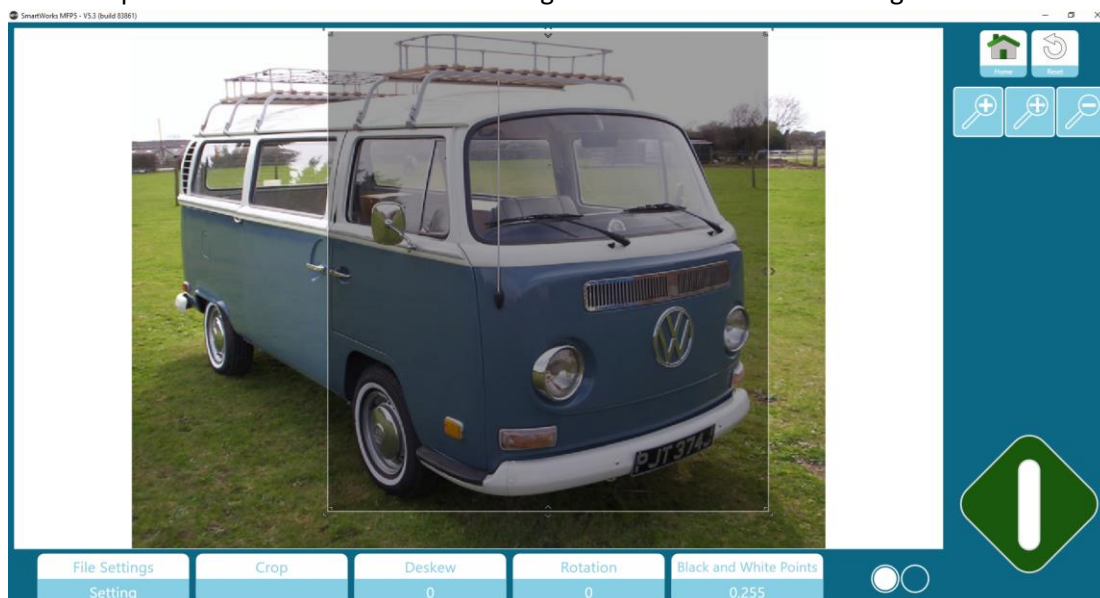
Folding (If available for Copy/Print)

If the printer supports a folder, you can re-select the folding options.



Crop

Positions a crop box on the screen to allow you to select the area to print/save. The crop box can be expanded outside of the scanned image to add a border to the image.



Once the area is selected, press Crop once more to apply.

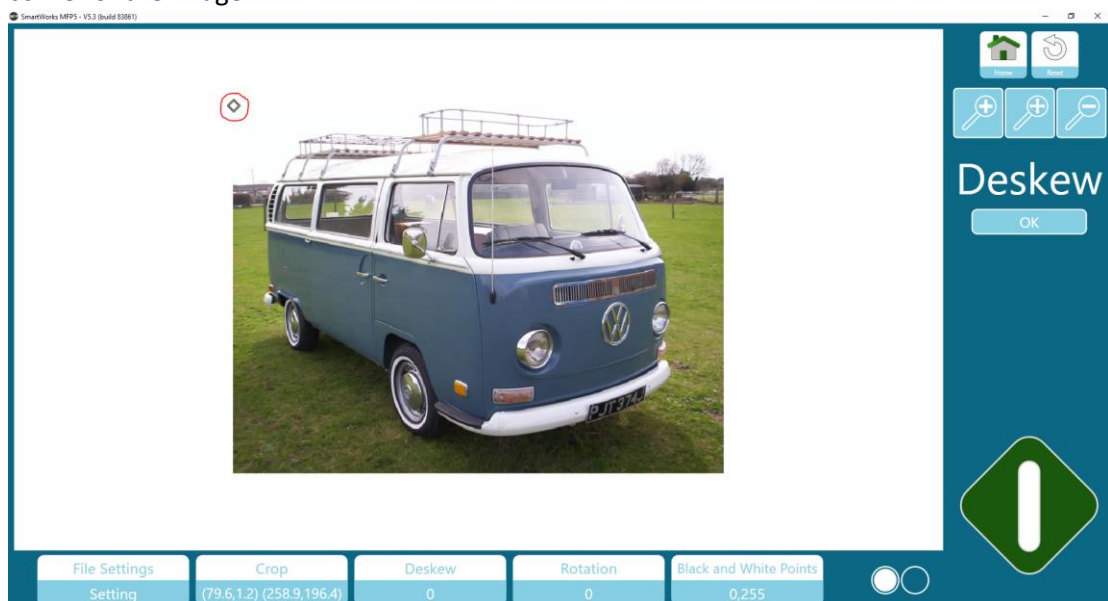


You can press the Crop button again, to adjust again if necessary, but always press the Crop a second time to apply. (Note the crop will not actually take place until the Green button is pressed.)

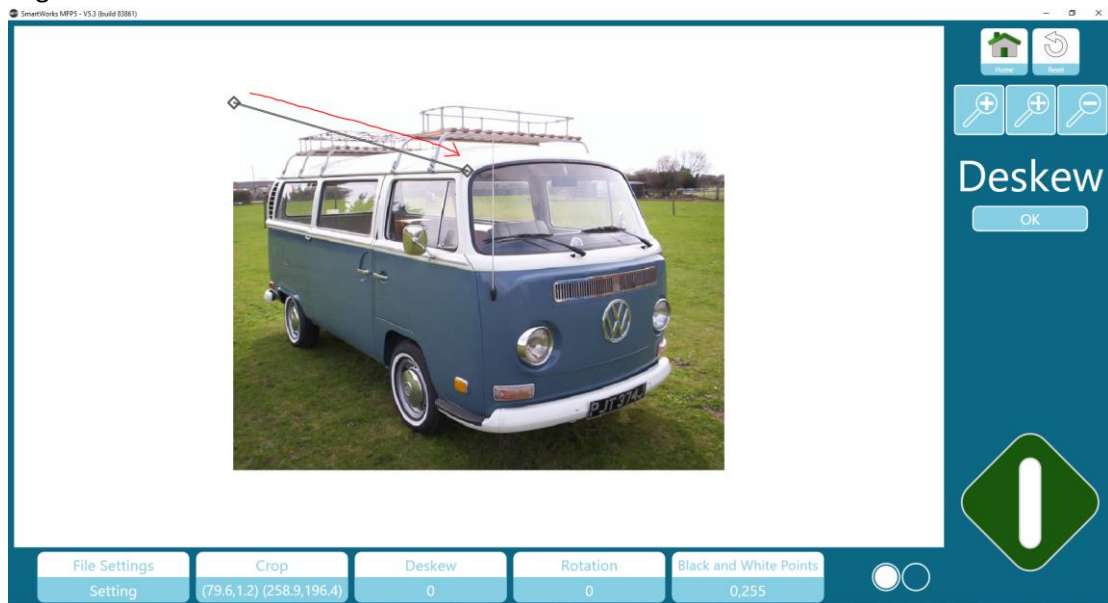
Deskew



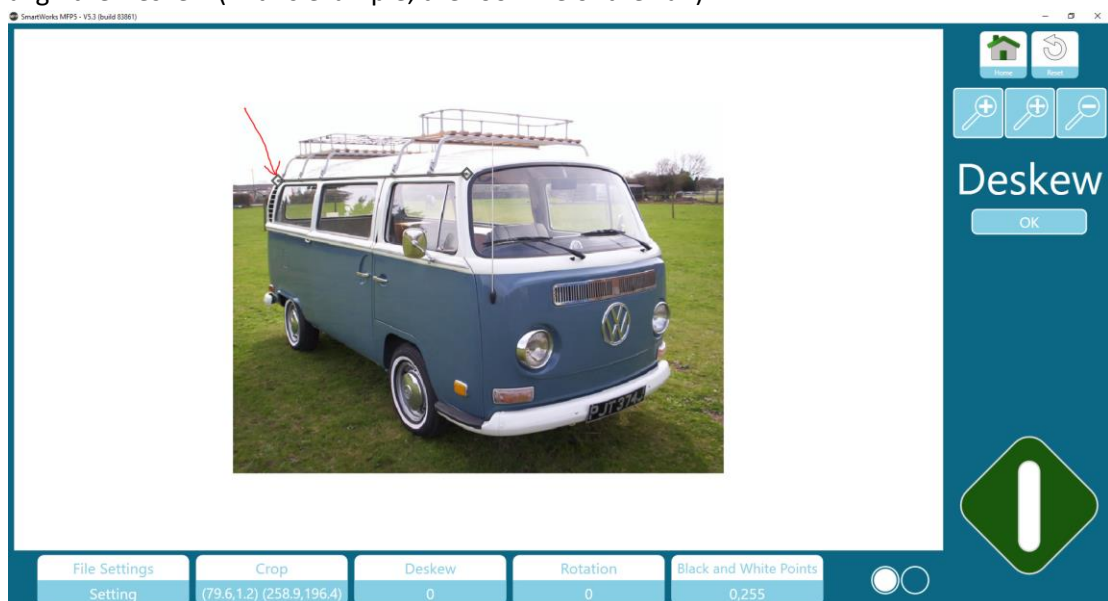
Zoom out to see the top of the image and notice the diamond mark in the top left-hand corner of the image.



Touch the diamond and drag it to the right end of a line on the image you wish to use to align the Deskew.



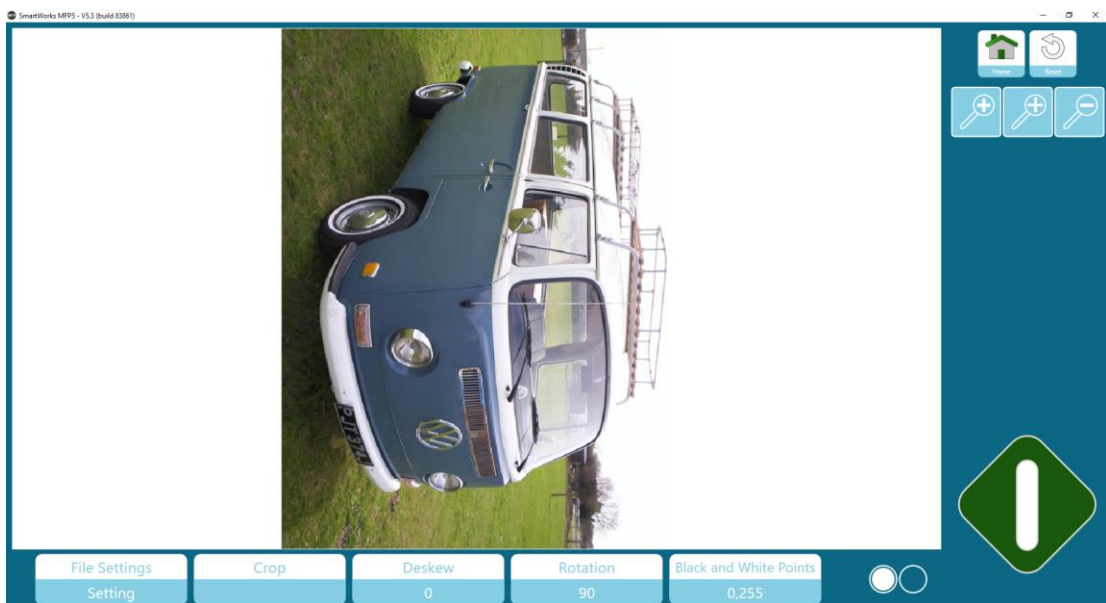
Touch the left diamond and drag it to the left end of a line on the image you wish to use to align the Deskew (In this example, the roof line of the van).



Press the OK button to apply the Deskew adjustment.

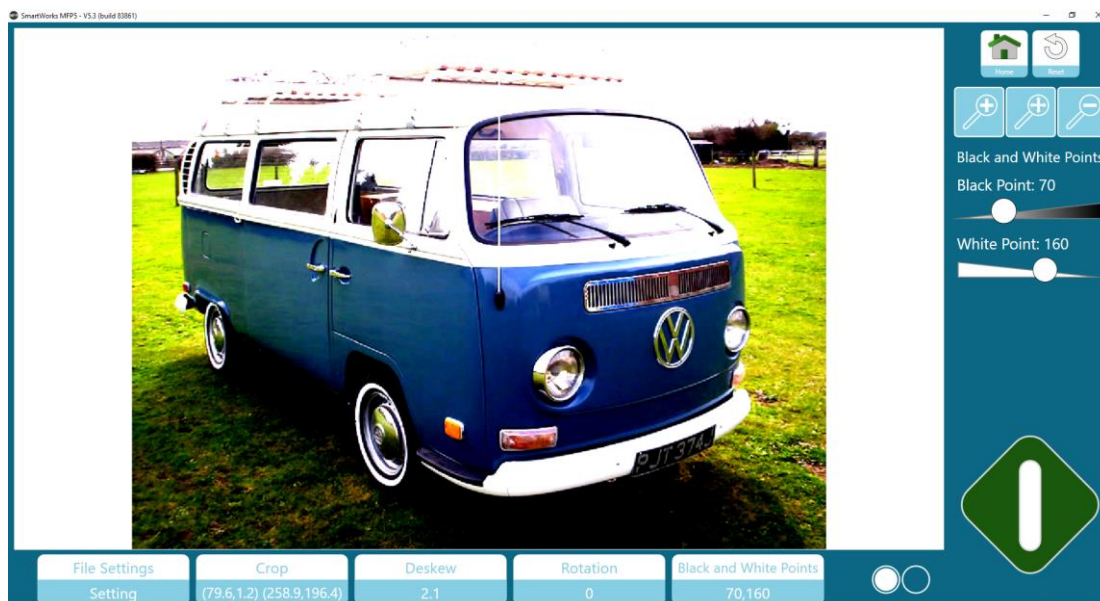


Rotation



Press the Rotation button to rotate the image 90, 180, 270, 0 degrees.

Black Point & White Point



The Black Point changes the very dark areas of the image to black. Adjust the slider further to the right (the number increases) to increase the amount of the image forced to black. The White Point changes the very light areas of the image to white. Adjust the slider further to the left (the number decreases) to increase the amount of the image forced to white. The does not affect the hue of the colors in between, just which shadows and highlights of the image are forced to black or white.

Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Brightness, Contrast and Gamma



Brightness makes the whole image lighter or darker.

Contrast changes the difference in color and brightness between other parts of an image.

Gamma is a non-linear operation that improves the difference between dark and light colors. Useful for emphasising light colours at the same time as the dark colour.

Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Sharpening.

Emphasises lines and edges.



Amount: Defines how much to increase the contrast between the light and dark sides of the line/edges.

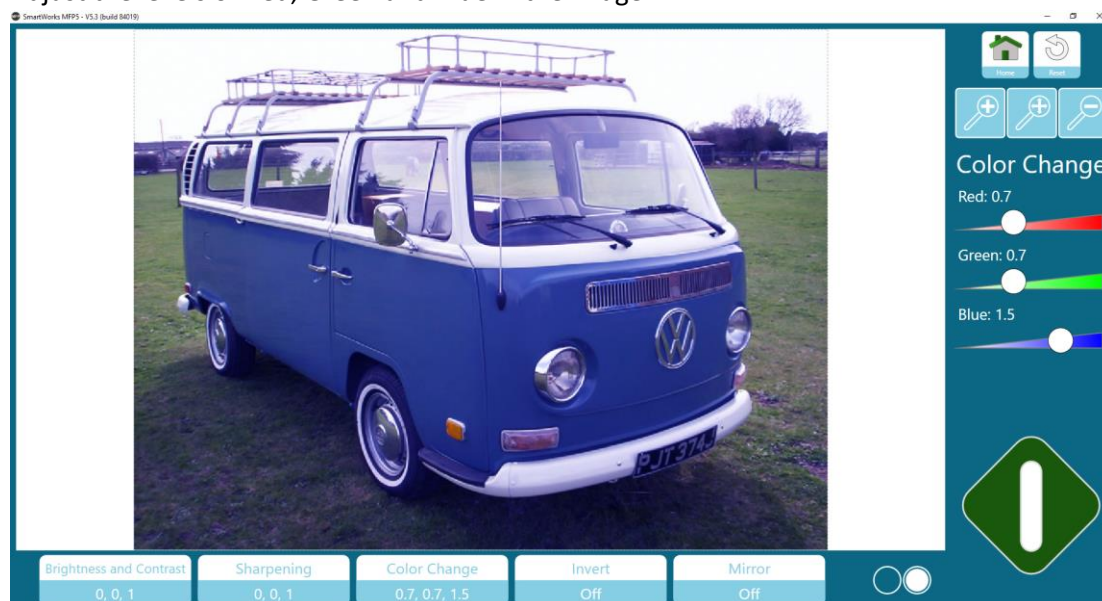
Radius: Define how many pixels to change on each side the line/edge.

Threshold: Defines whether the line/edge exists. The amount of brightness difference between 2 adjacent pixels before sharpening will occur.

Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Color Change

Adjust the levels of Red, Green and Blue in the image.



Adjusting using sliders: Touch the dot on the slider and drag it left or right. Alternatively, touch the slider to the left or right side of the dot to make step changes.

Invert

Changes colors to their opposite color. Most often used to convert white lines on a blue or black background to black or blue lines on white background.



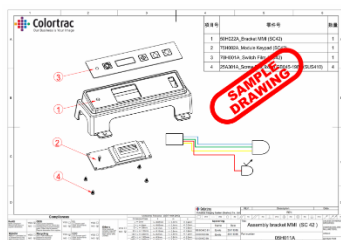
Mirror

Swaps all the pixels horizontally.

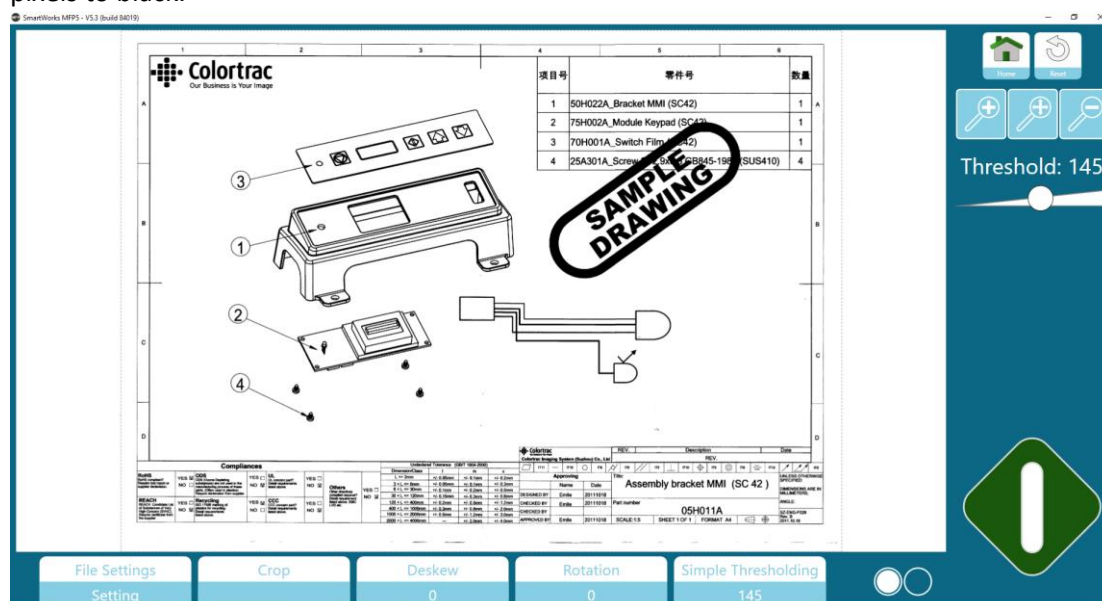


Simple Threshold (Black & White mode)

Simple Threshold sets a single threshold value for the whole image, so works well with clean originals.

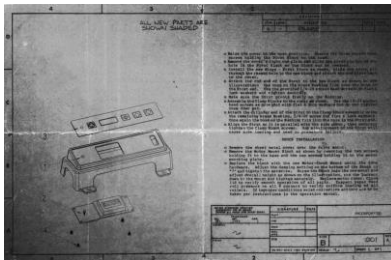


Defines the value at which pixels are either set to black or white. Higher values set more pixels to black.

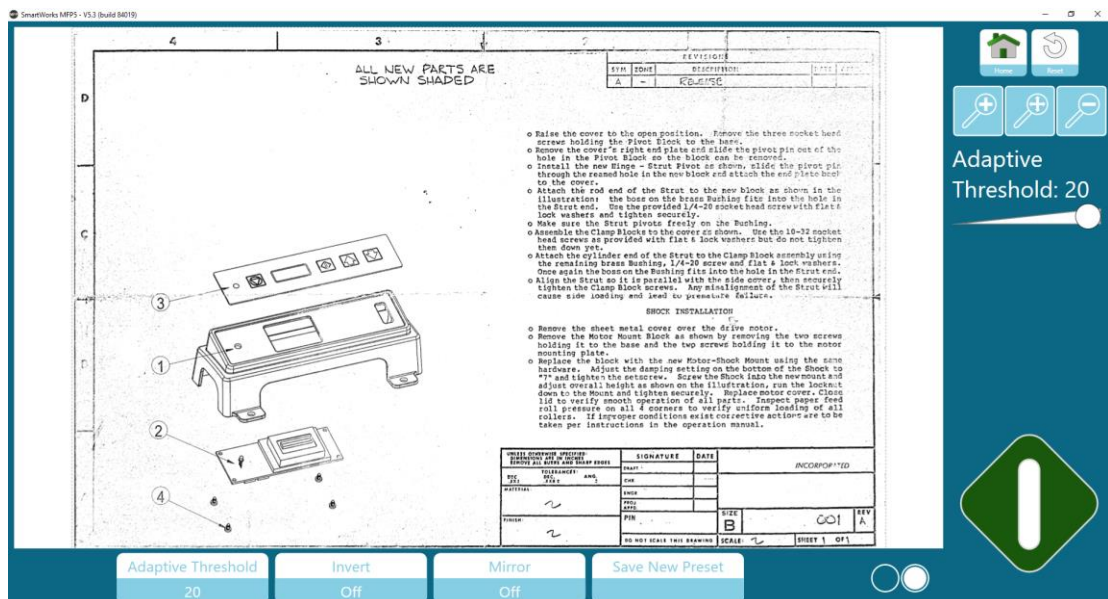


Adaptive Threshold (Black & White mode)

Adaptive Threshold varies the threshold according to the data, so works well with uneven dirty originals.

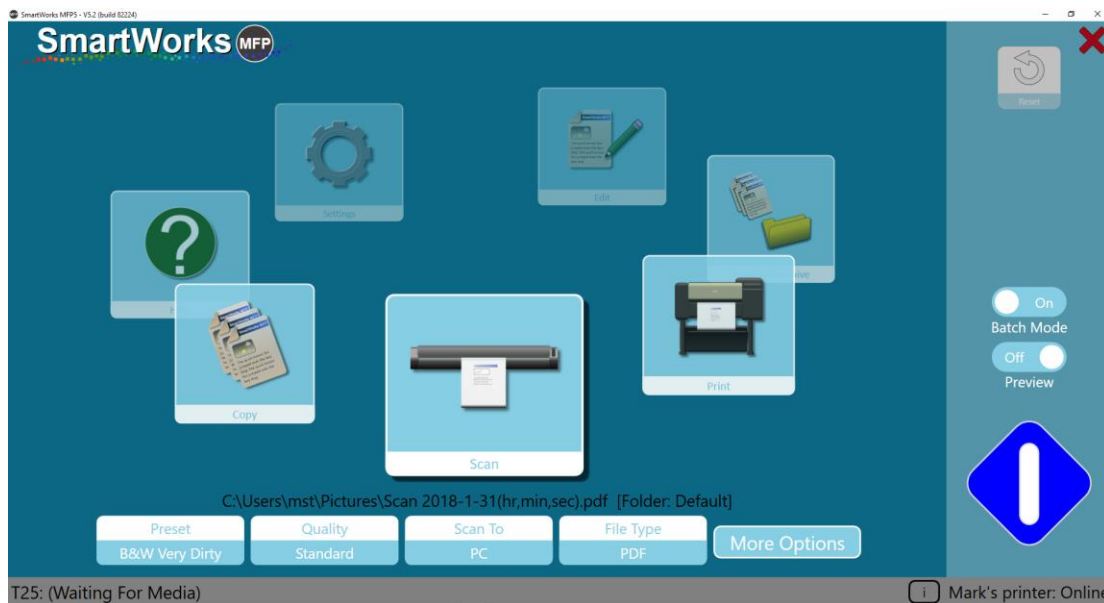


Defines the value at which pixels are either set to black or white. Higher values set more data to white.



Batch Mode without Preview

Batch Mode (Copy, Scan, Copy & Archive mode): The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner.

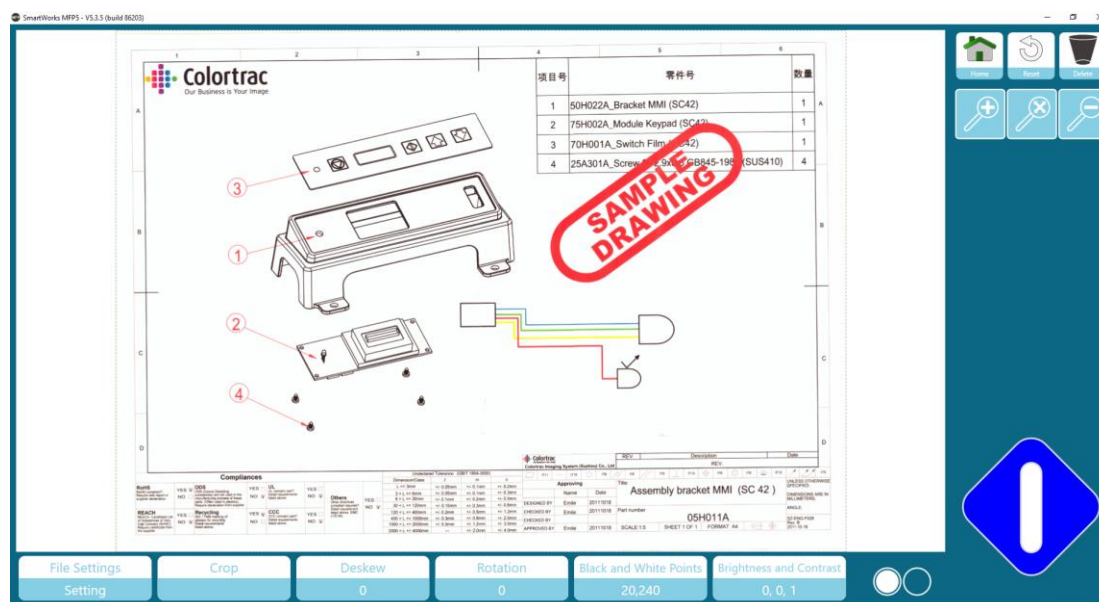


The batch processed is stopped by using the Blue button. Pressing the Blue button will save/print the last document.

Batch Mode with Preview

Batch Mode (Copy, Scan, Copy & Archive mode): The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner.

Each document will be displayed on screen to allow image adjustment. The image adjustments are applied and the document is saved/printed when the next document is inserted into the scanner.



Press the Home button to cancel the current Print, or to save the current Scan file without the image adjustments and return to the Home page.

Press the Delete button to delete the current scan file and return to the Home page. (Scan mode only).

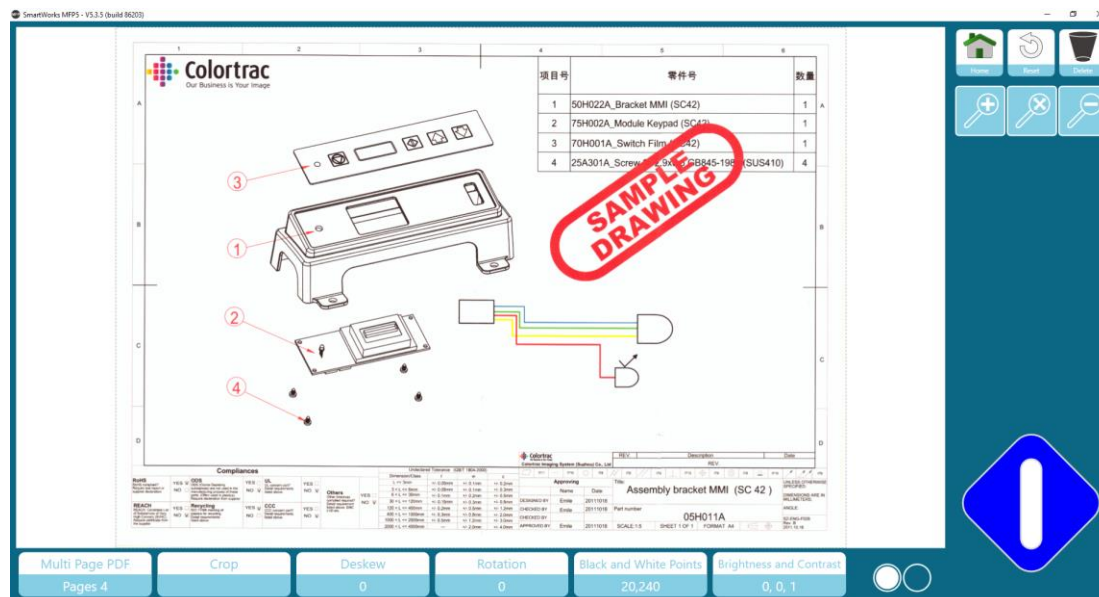
Pressing the Blue button will save/print the last document with the image adjustments and return to the Home page.

Scan to Multi Page PDF with Preview

The first page of the Multi Page PDF file requires the green button to be used, but the system will automatically start scanning as each subsequent page is loaded into the scanner.

Each document will be displayed on screen to allow image adjustment. The image adjustments are applied and the page is saved when the next document is inserted into the scanner.

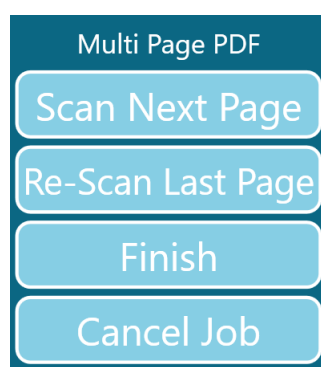
The number of pages scanned is displayed in the bottom left corner.



Press the Home button to save the Scan file without the image adjustments to the current page and return to the Home page.

Press the Delete button to delete the current scan file and return to the Home page.

The Multi Page PDF process is paused by using the Blue button and the following options are displayed.



Scan Next Page: Continue scanning next page with no changes.

Re-scan Last page: Replace the last page scanned. (Used if a page was scanned incorrectly or out of sequence).

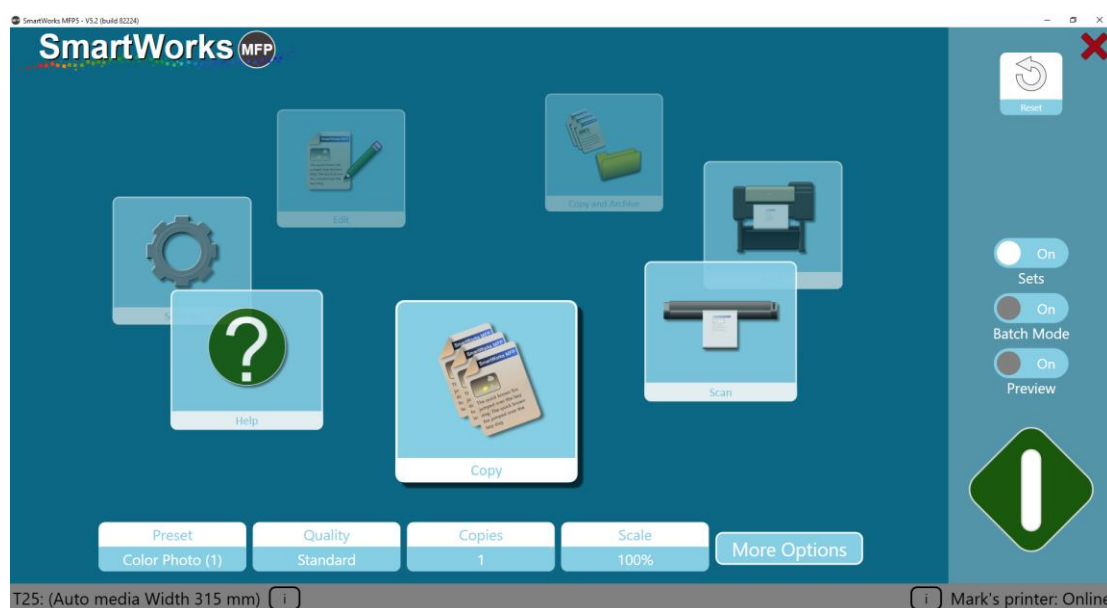
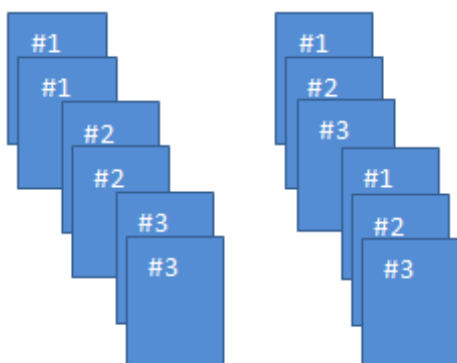
Finish: Close the Multi Page PDF file with the pages scanned.

Cancel Job: Cancel the whole job by deleting the all the pages scanned.

Copying Collated Sets

Used to copy a collated set of drawings. Each copy of the set is printed in a defined order.

E.g. Sets: Off On 123...123...

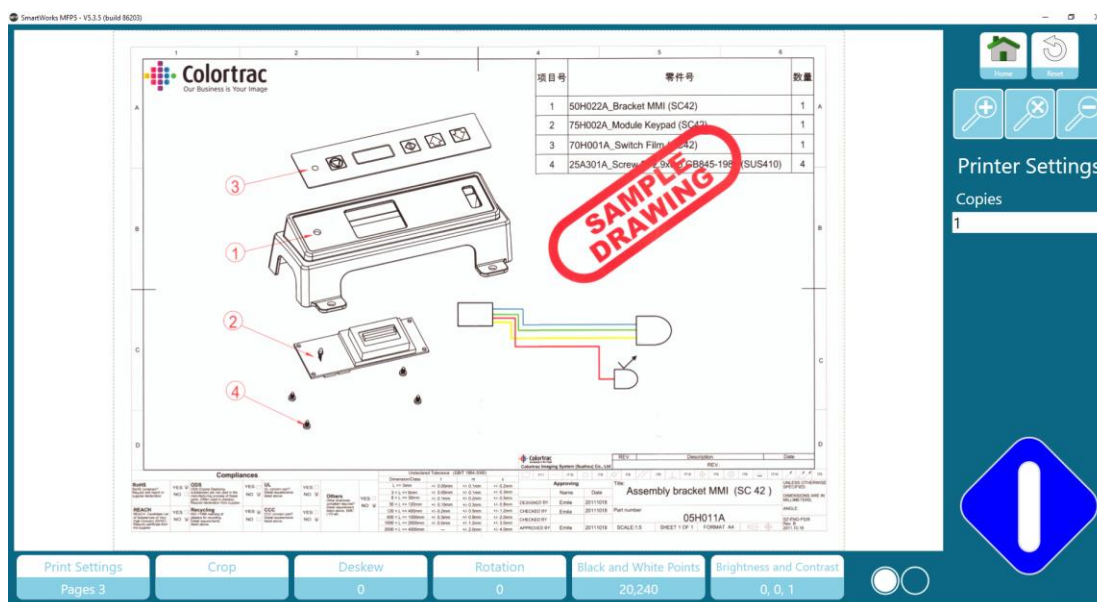


Select the number of copies of the set to be printed.

The first page of the Set requires the green button to be used, but the system will automatically start scanning as each subsequent page is loaded into the scanner.

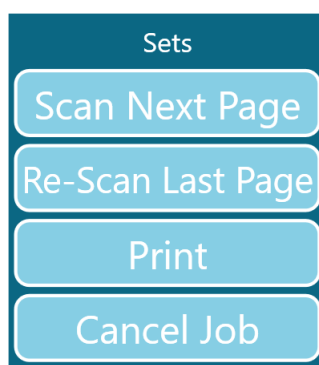
Each document will be displayed on screen to allow image adjustment. The image adjustments are applied and the page is saved when the next document is inserted into the scanner.

The number of pages scanned is displayed in the bottom left corner.



Press the Home button to cancel the Print and return to the Home page.

The Copy Sets process is paused by using the Blue button and the following options are displayed.



Scan Next Page: Continue scanning next page with no changes.

Re-scan Last page: Replace the last page scanned. (Used if a page was scanned incorrectly or out of sequence).

Print: The following options are displayed.

Cancel Job: Cancel the whole job by deleting the all the pages scanned.

Print

☒ 123...123...123...

☐ 321...321...321...

☐ 111...222...333...

☐ 333...222...111...

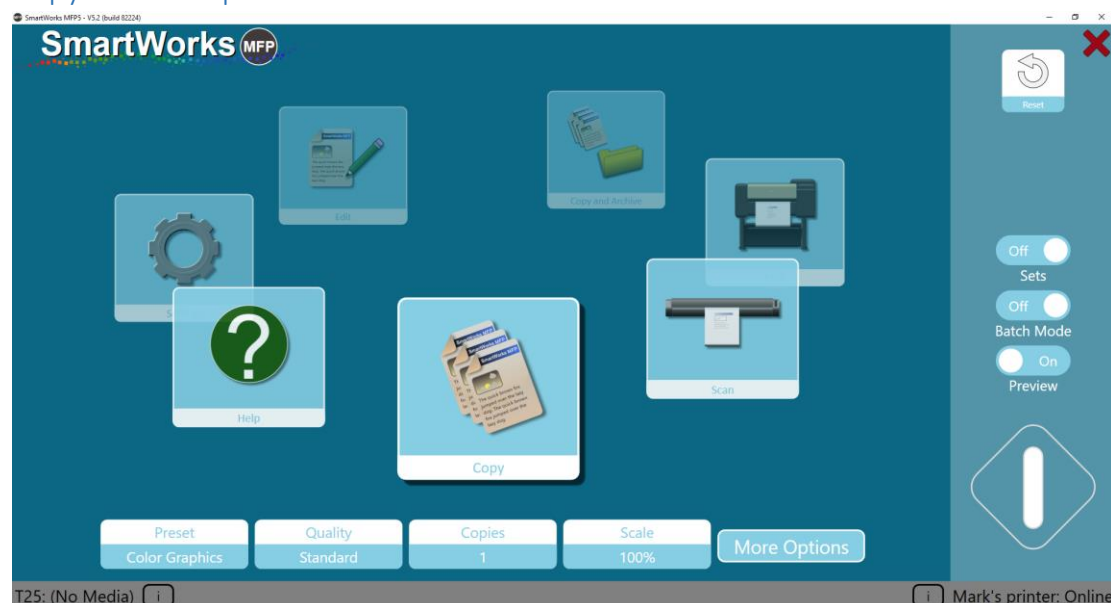
OK

Cancel

Select the preferred print order of the Sets, then press OK to print.

Cancel will end the job without printing.

Copy – More Options



Options:

Scanner options: "i".

Choose scanner eject path: Rear or rewind to front.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.

Post Scan Eject	Eject Rear
Scan Speed	100%
Power Save Time (mins)	15

Printer options: "i".

If the printer supports 2 rolls, select the media type to be used.

Printer Setup	
Printer:	PRO-4000S
Port:	192.168.50.97
Media:	Canon Coated Paper
Media:	Plain Paper

Copy Options

Preset	Quality	Copies	Scale	More Options
Color Lines	Standard	1	100%	

Presets: Document type & color mode (color, greyscale or black & white).

☒ Color Mixed
 ☐ Photo
 ☐ Color Highlighter
 ☐ Color Lines
 ☐ Grayscale
 ☐ B&W Clean

OK

Quality: Draft, Standard, High

☐ Draft
 ☒ Standard
 ☐ High

Copies: 1 to 100

1

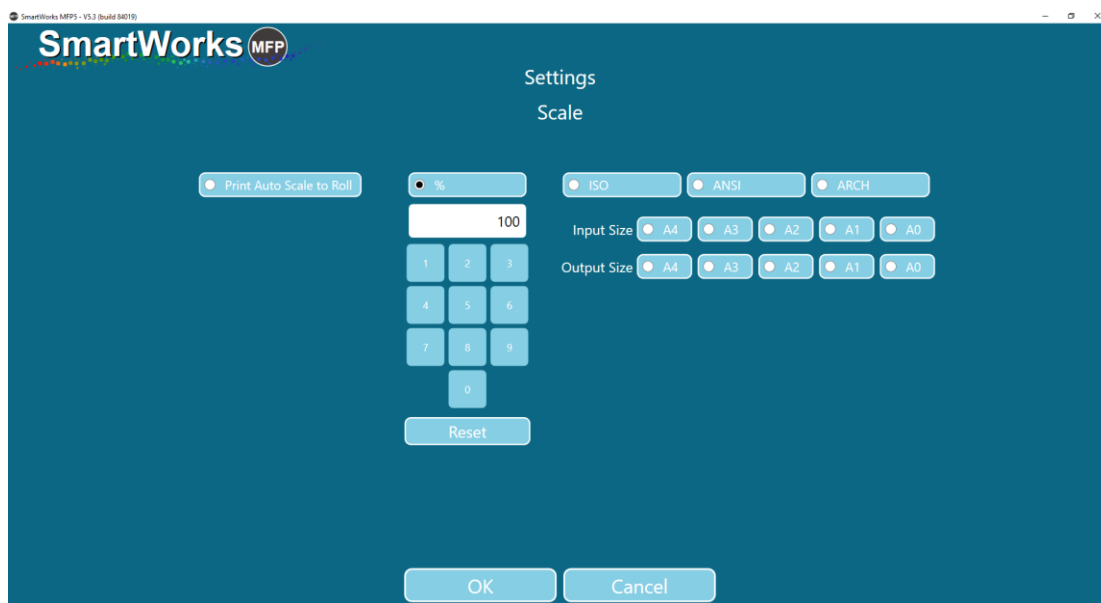
1 2 3
 4 5 6
 7 8 9
 0

Reset

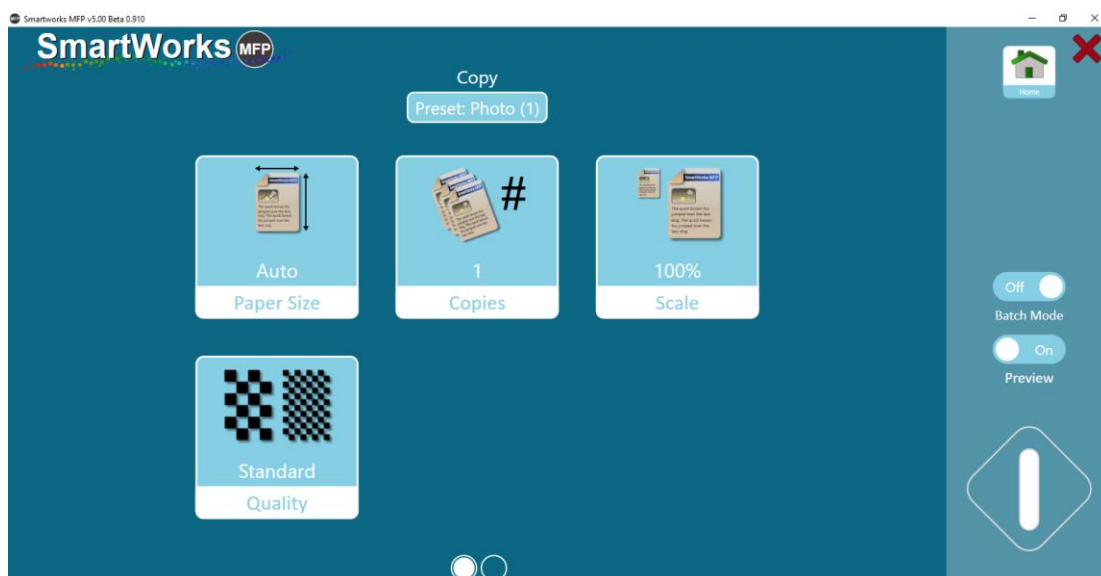
OK

Cancel

Scale: (1) Scale to fit paper width on the printer, (2) 1% to 500% or (3) select Input & Output paper sizes.



Copy More Options – Page 1:



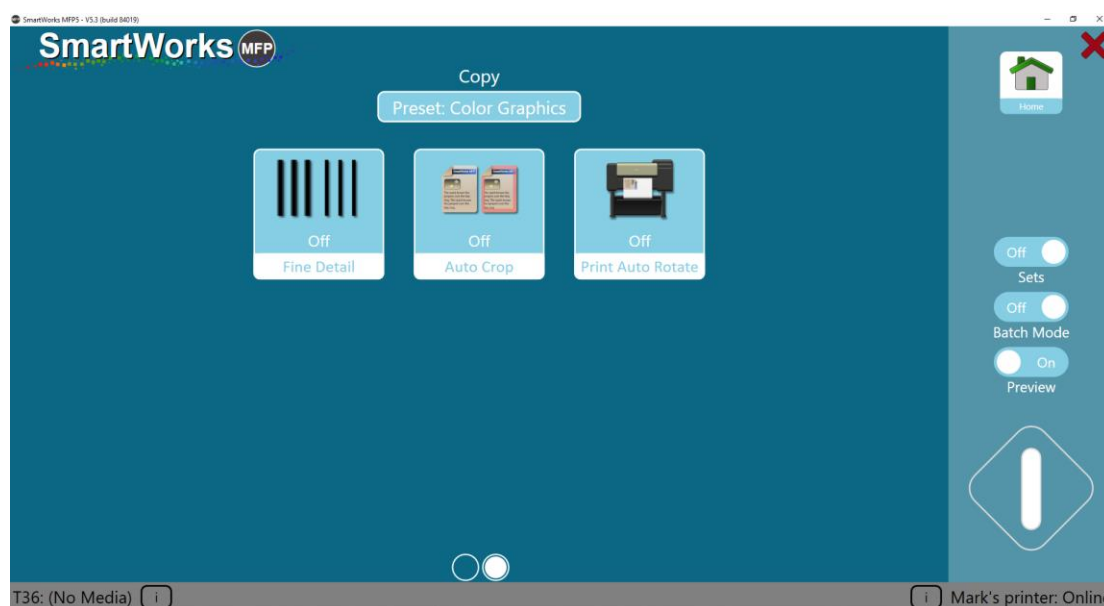
Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

- Auto – The scanner detects the width and length of the document.
- Auto to nearest Standard - The scanner detects the width and length of the document, but will adjust the scan width to the nearest ISO, ANSI or ARCH standard. The original document can be loaded anywhere in the scanner, as long as the central paper sensor is covered, and the scan will be a fixed size.
- Full Width – The width is set to 25" for a T25 scanner, or 36" for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size. The original document must be loaded centrally in the scanner.
- User paper sizes



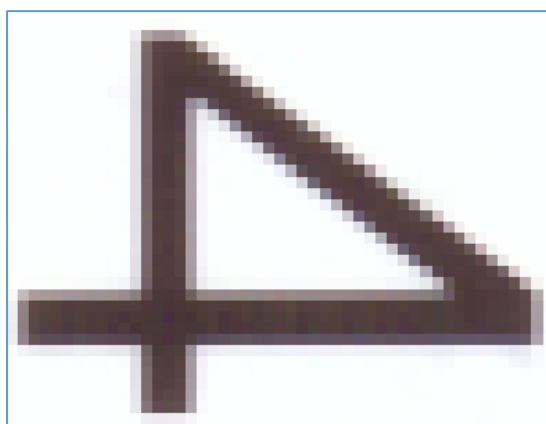
ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

Copy More Options – Page 2:

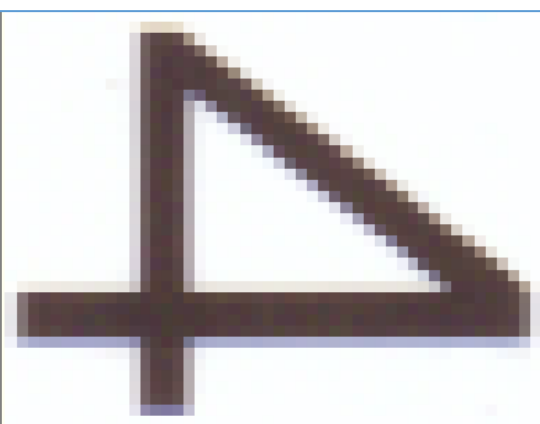


Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

On



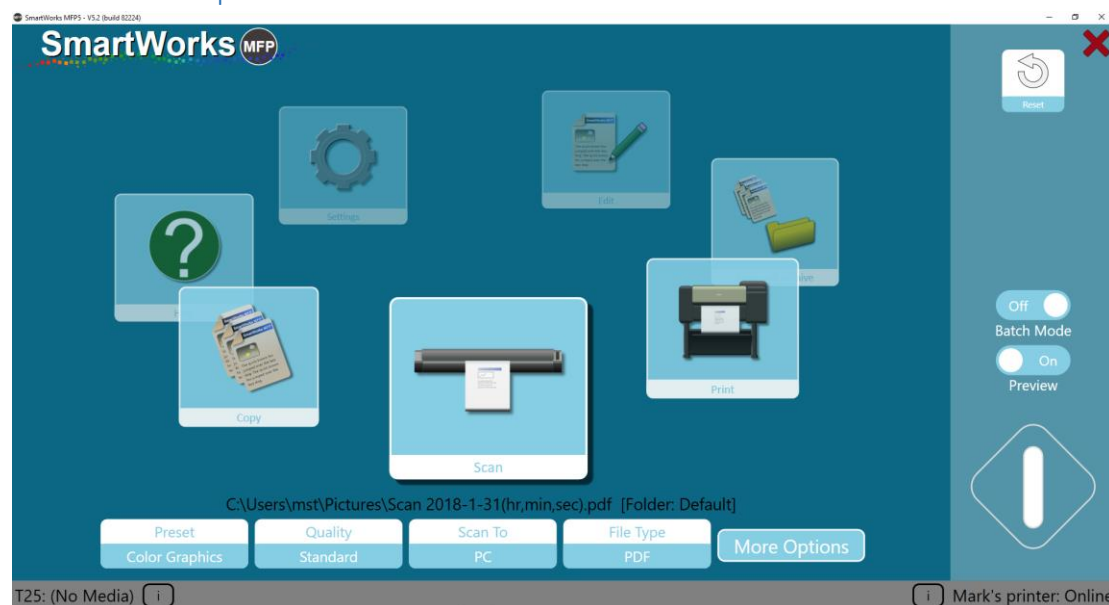
Off



Auto Crop: Removes a 3mm border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.

Print Auto Rotate: Rotates the image if it can fit the roll size on printer.

Scan – More Options



Options:

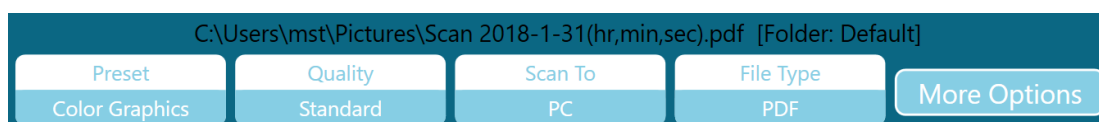
Scanner options: “i”.

Choose scanner eject path: Rear or rewind to front.

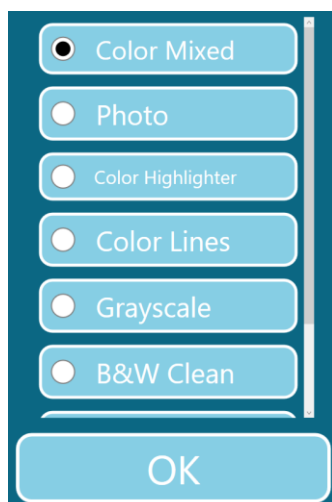
Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.

Post Scan Eject	Eject Rear
Scan Speed	<input type="range"/> 100%
Power Save Time (mins)	15

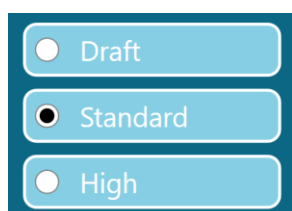
Scan Options



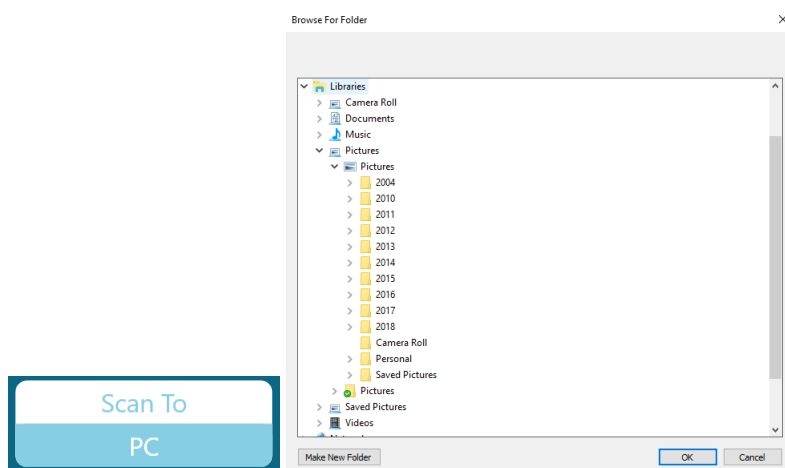
Presets: Document type & color mode (color, greyscale or black & white).



Quality: Draft, Standard, High



Scan to: PC – Pressing the button will allow selection of the preferred folder for scan files.



Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick is inserted into the PC.

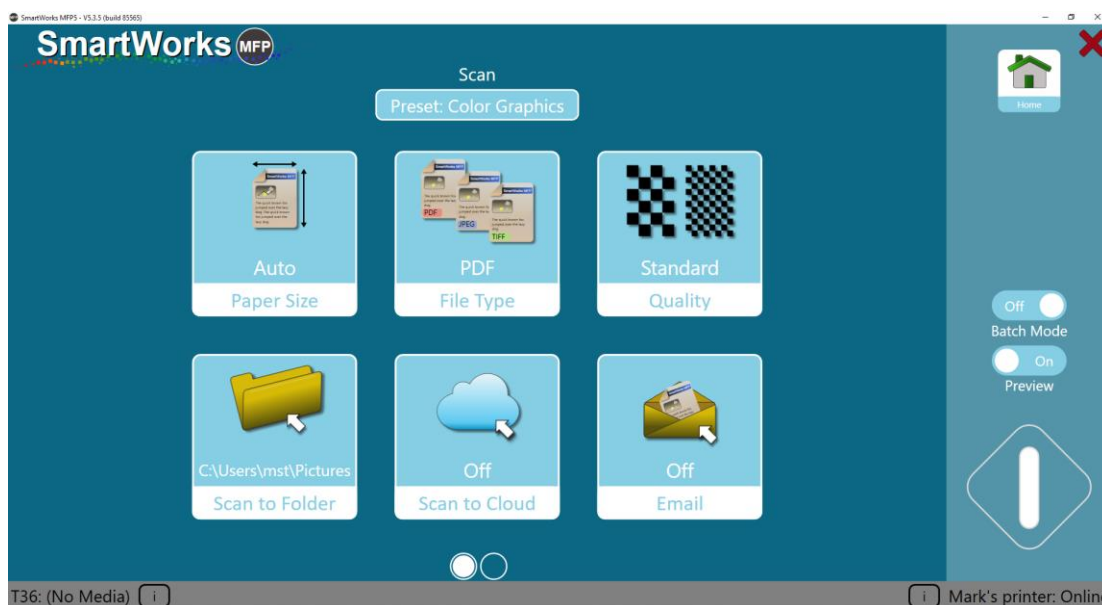
Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.



File Type: PDF, Multi Page PDF, JPEG, TIFF, PDF/A, DWF



Scan More Options – Page 1:



Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

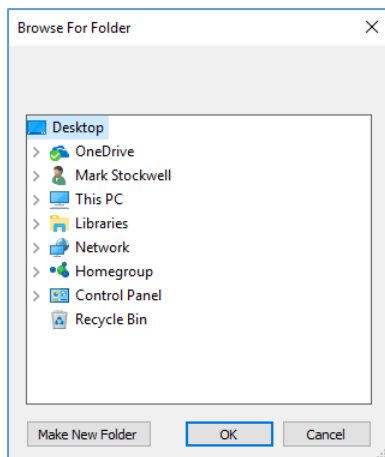
- Auto – The scanner detects the width and length of the document.

- Auto to nearest Standard - The scanner detects the width and length of the document, but will adjust the scan width to the nearest ISO, ANSI or ARCH standard. The original document can be loaded anywhere in the scanner, as long as the central paper sensor is covered, and the scan will be a fixed size.
- Full Width – The width is set to 25" for a T25 scanner, or 36" for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size. The original document must be loaded centrally in the scanner.
- User paper sizes

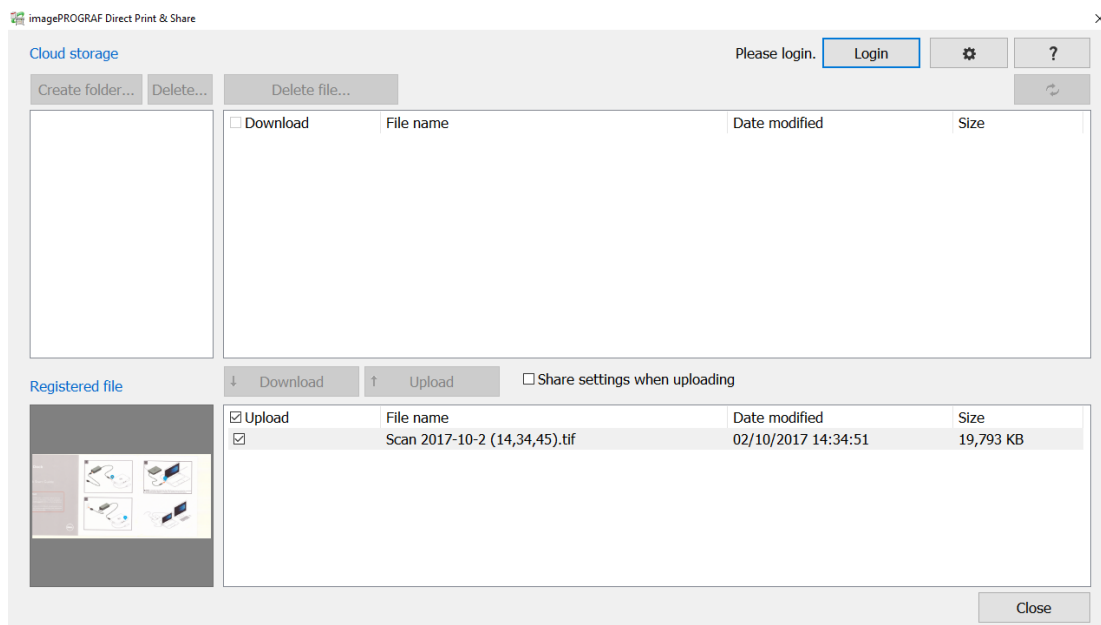


ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

Scan to Folder: Select preferred folder for scan files.

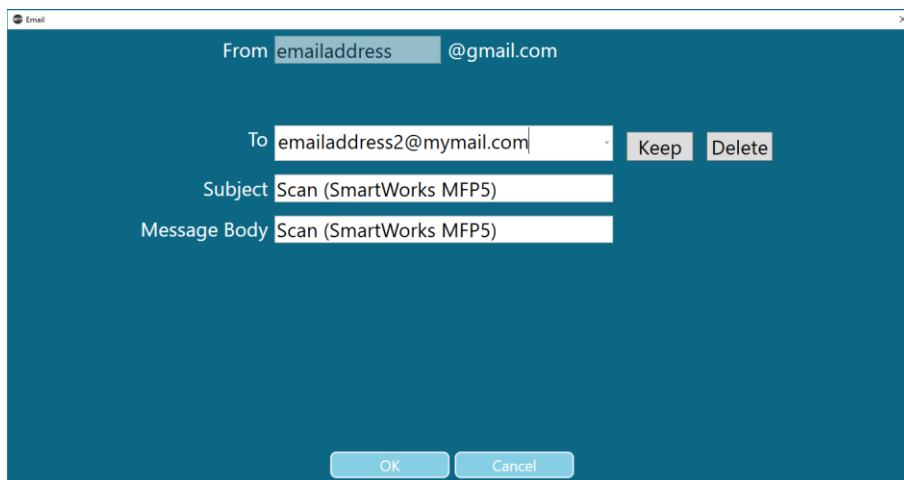


Scan to Cloud: The scan file will be sent to the Direct Print and Share software ready to be uploaded to the cloud of your choice. Direct Print and Share must be installed on the same PC as SmartWorks MFP.



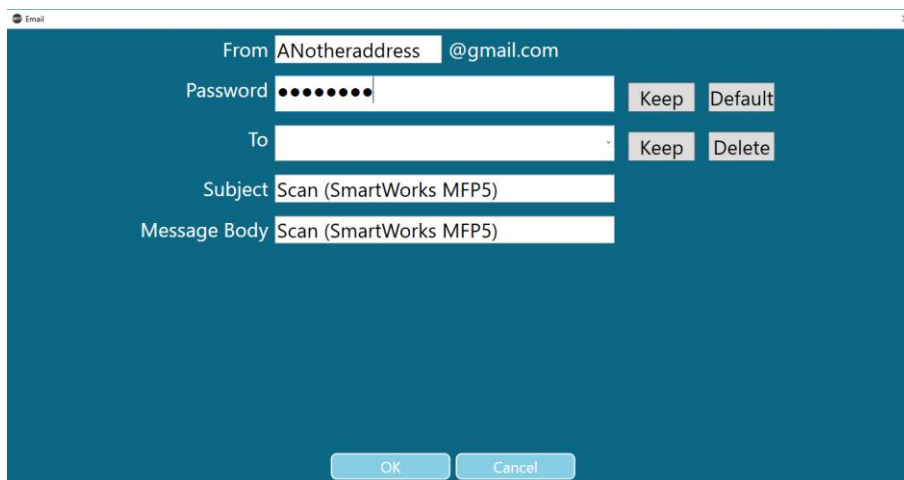
Scan to Email: On completion of the scan, enter the recipient's email address. Change the Email title of message body content as required. The recipient's email address can be kept for future use and is only seen by the active user.

The Email SMTP server must be configured in Settings-Administrator Program Settings for Scan to Email to be active.



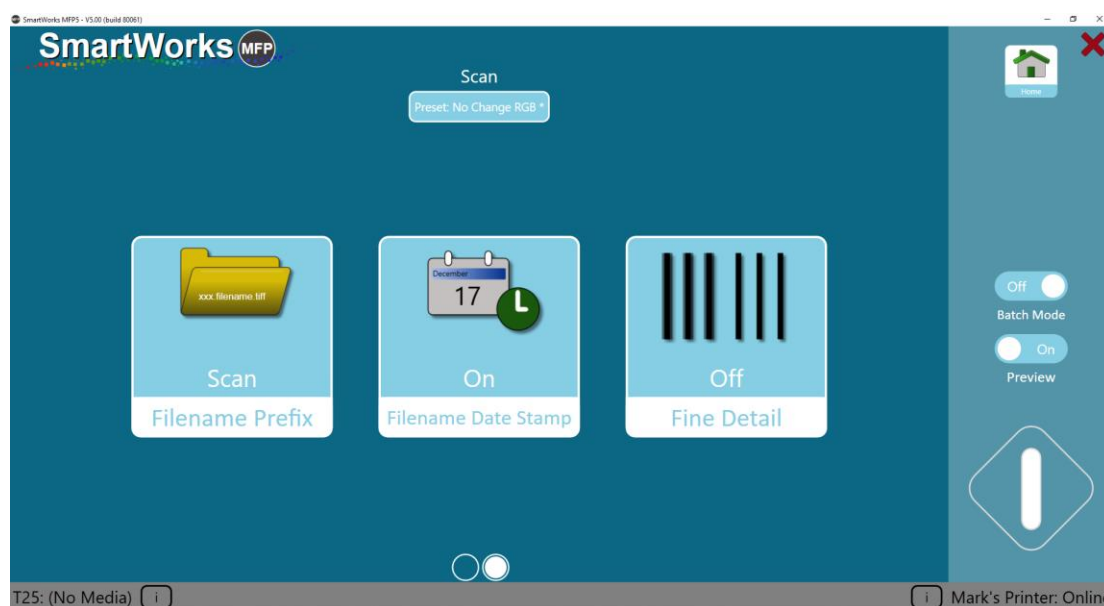
The 'Email' dialog box has a dark blue background. At the top, the 'From' field is set to 'emailaddress @gmail.com'. Below this, the 'To' field contains 'emailaddress2@mymail.com' with 'Keep' and 'Delete' buttons to its right. The 'Subject' and 'Message Body' fields both contain 'Scan (SmartWorks MFP5)'. At the bottom are 'OK' and 'Cancel' buttons.

If User Accounts have been enabled, and the Administrator has allowed the users to edit Email Login Information, then edit the "From" email address and password as required. These details can be kept for future use and are only seen by the active user, or can be reset back to the Administrator Default Settings.

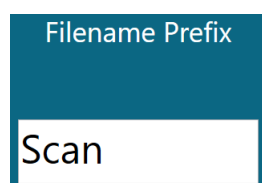


This version of the 'Email' dialog box includes an additional 'Password' field with masked characters (dots) and 'Keep' and 'Default' buttons. The 'From' field is now 'ANotheraddress @gmail.com'. The 'To' field is empty with 'Keep' and 'Delete' buttons. The 'Subject' and 'Message Body' fields remain 'Scan (SmartWorks MFP5)'. 'OK' and 'Cancel' buttons are at the bottom.

Scan More Options – Page 2:



Filename prefix: Each scan file will start with this name. Type the new name and click Apply.



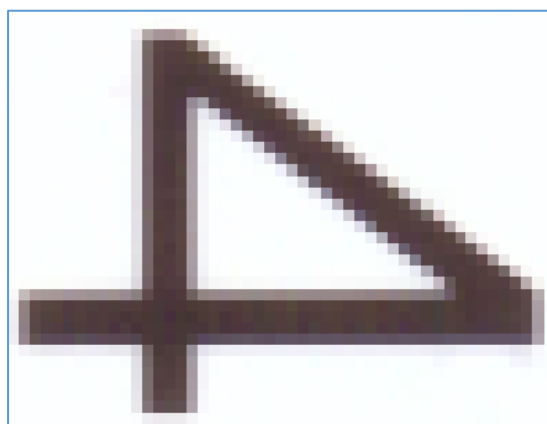
Filename date stamp: It will add the time & date into the scan file name.

Off: `C:\Users\mst\Documents\MFP5\Scan.tif`

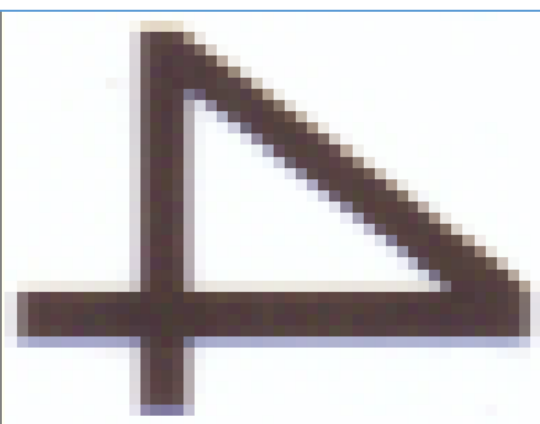
On: `C:\Users\mst\Documents\MFP5\Scan 2017-10-2(hr,min,sec).tif`

Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

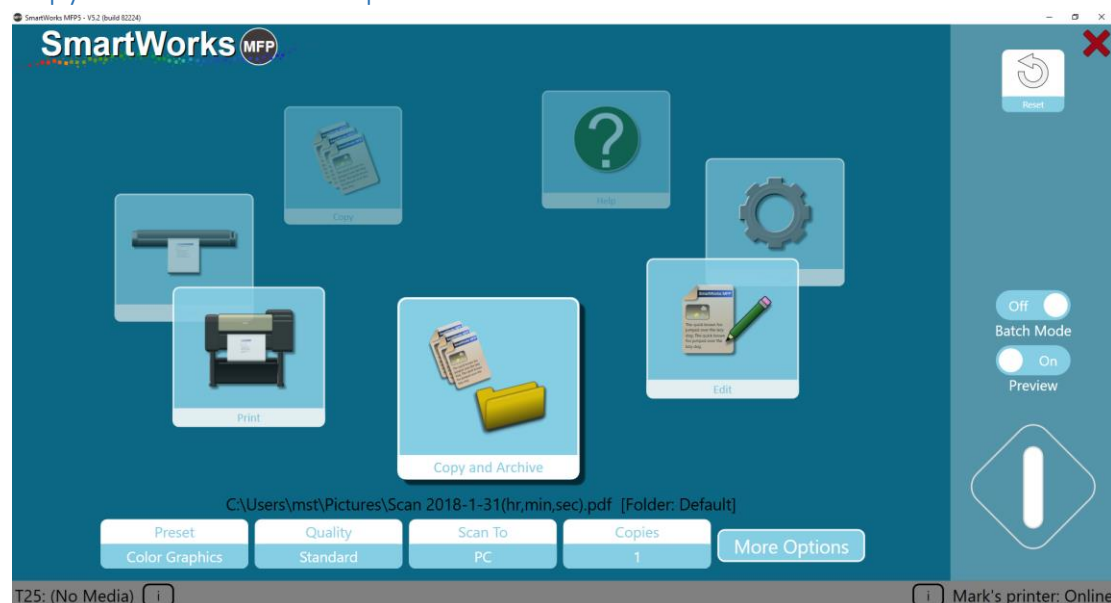
On



Off



Copy & Archive – More Options



Options:

Scanner options: “i”.

Choose scanner eject path: Rear or rewind to front.

Scan speed can be adjusted as follows: 100% = full speed, 50% = ½ speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents and to prevent Stop/Start scanning.

Post Scan Eject	Eject Rear
Scan Speed	100%
Power Save Time (mins)	15

Printer options: “i”.

If the printer supports 2 rolls, select the media type to print to.

Printer Setup	
Printer:	PRO-4000S
Port:	192.168.50.97
Media:	Canon Coated Paper
Media:	Plain Paper

Copy & Archive Options

C:\Users\mst\Pictures\Scan 2018-1-31(hr,min,sec).pdf [Folder: Default]

Preset	Quality	Scan To	Copies	More Options
Color Graphics	Standard	PC	1	

Presets: Document type & color mode (color, greyscale or black & white).

☒ Color Mixed
☐ Photo
☐ Color Highlighter
☐ Color Lines
☐ Grayscale
☐ B&W Clean

OK

Quality: Draft, Standard, High

☐ Draft
☒ Standard
☐ High

Scan to: PC – Pressing the button will allow selection of the preferred folder for scan files.

Scan To
PC

Browse For Folder

Libraries

- Camera Roll
- Documents
- Music
- Pictures
 - 2004
 - 2010
 - 2011
 - 2012
 - 2013
 - 2014
 - 2015
 - 2016
 - 2017
 - 2018
 - Camera Roll
 - Personal
 - Saved Pictures
- Pictures
- Saved Pictures
- Videos

Make New Folder

OK Cancel

Scan to PC is default. The button will automatically change to Scan to USB when a USB memory stick is inserted into the PC.

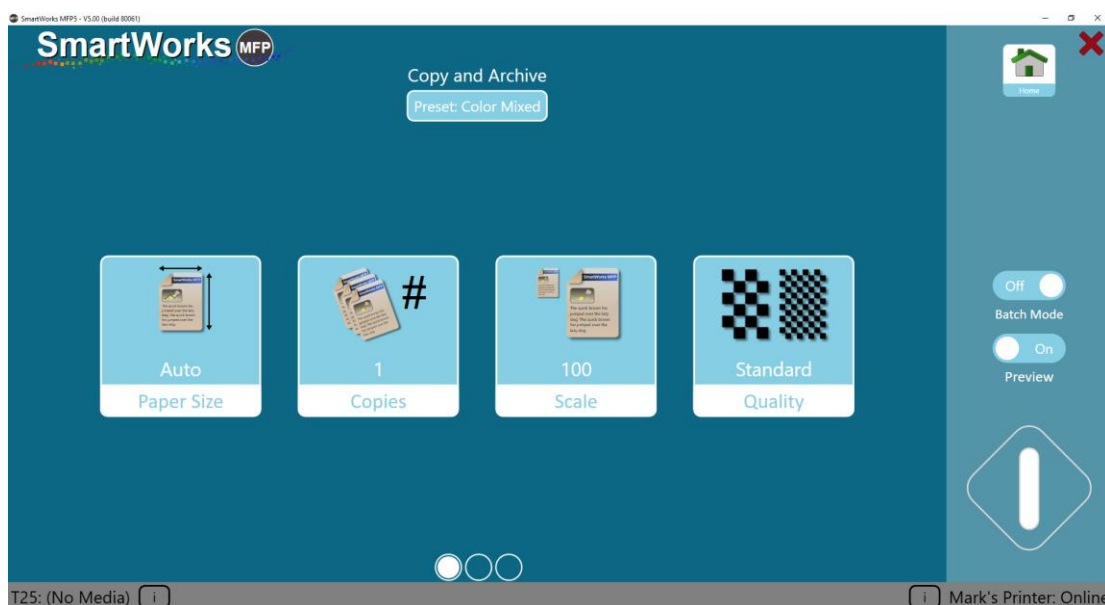
Press Eject USB before removing the USB stick to ensure safe removal. The button then reverts to Scan to PC.



Copies: 1 to 100



Copy & Archive More Options – Page 1:



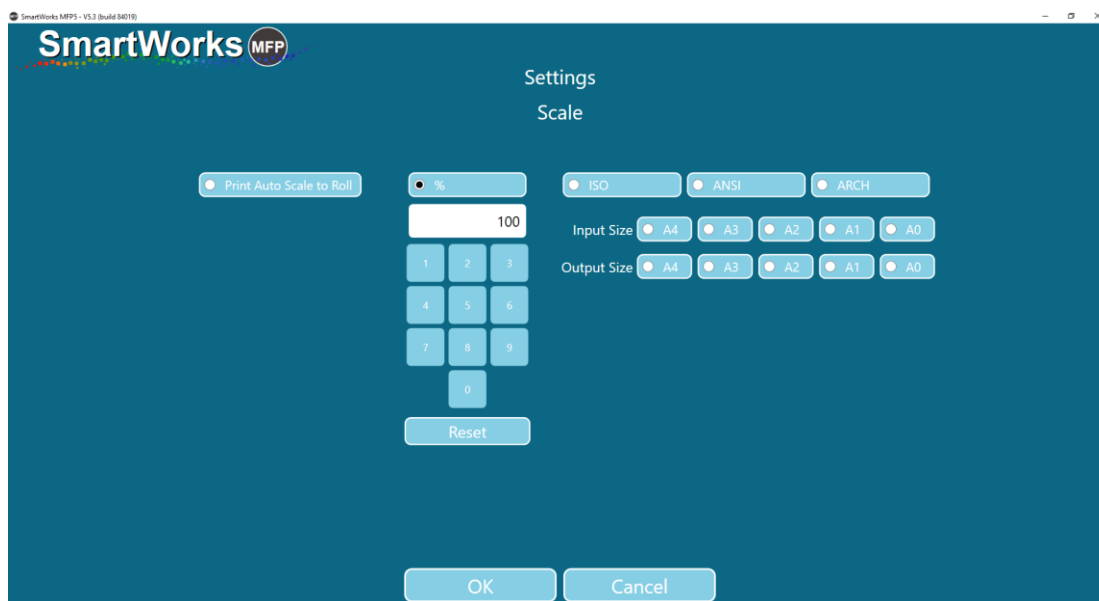
Paper size = original document size. The number of paper sizes listed and the User page sizes are defined in Settings-Program Preferences.

- Auto – The scanner detects the width and length of the document.
- Auto to nearest Standard - The scanner detects the width and length of the document, but will adjust the scan width to the nearest ISO, ANSI or ARCH standard. The original document can be loaded anywhere in the scanner, as long as the central paper sensor is covered, and the scan will be a fixed size.
- Full Width – The width is set to 25" for a T25 scanner, or 36" for a T36 scanner. The length is detected by the scanner.
- ISO, ANSI or ARCH standard fixed paper size. The original document must be loaded centrally in the scanner.
- User paper sizes

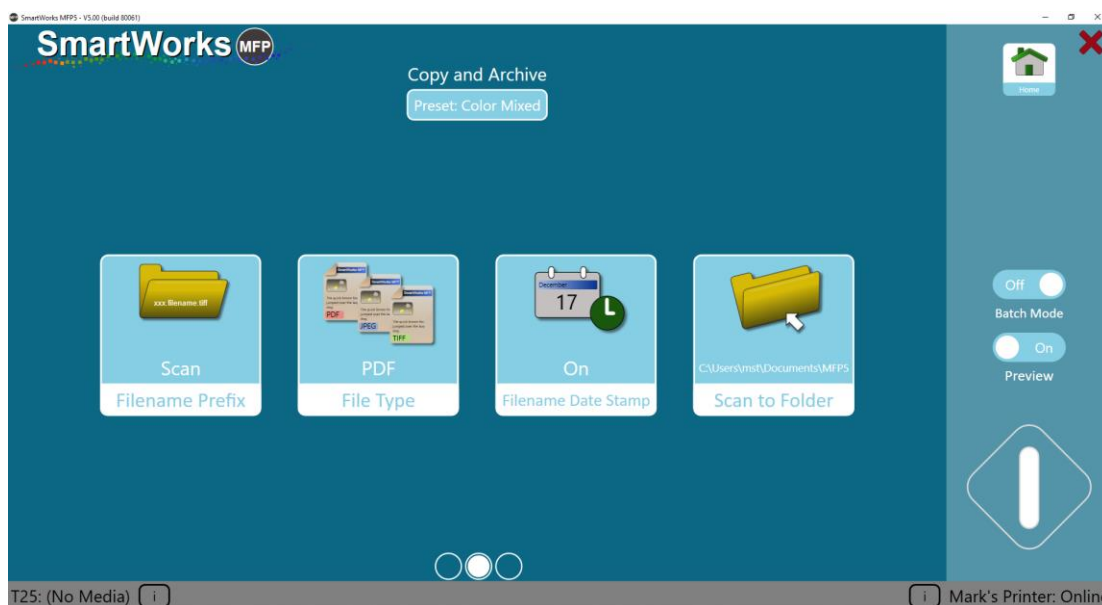


ISO	Dimensions	ANSI	Dimensions	ARCH	Dimensions
A0	841mm x 1189mm	E	34in x 44 in	ARCH E	36inx 48in
A1	841mm x 594mm	D	34in x 22 in	ARCH D	36in x 24in
A2	594mm x 420mm	C	22in x 17 in	ARCH C	24in x 18in
A3	297mm x 420mm	B	17in x 11in	ARCH B	18in x 12in
A4	297mm x 210mm	A	11in x 8.5in	ARCH A	12in x 9in

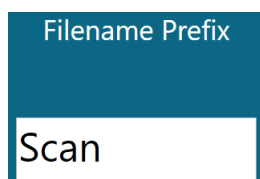
Scale: (1) Scale to fit paper width on the printer, (2) 1% to 500% or (3) select Input & Output paper sizes.



Copy & Archive More Options – Page 2:



Filename prefix: – Each scan file will start with this name. Type the new name and click Apply.



File Type: PDF, Multi Page PDF, JPEG, TIFF, PDF/A, DWF

File Type

☒ PDF

☐ Multi Page PDF

☐ JPEG

☐ TIFF

☐ PDF/A

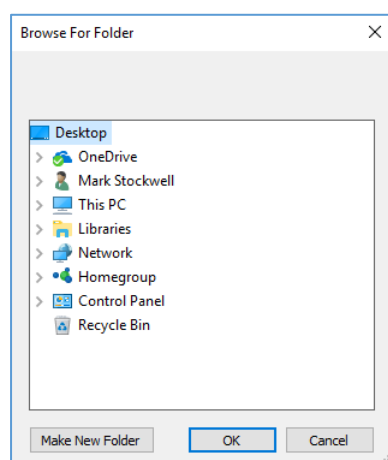
☐ DWF

Filename date stamp: It will add the time & date into the scan file name.

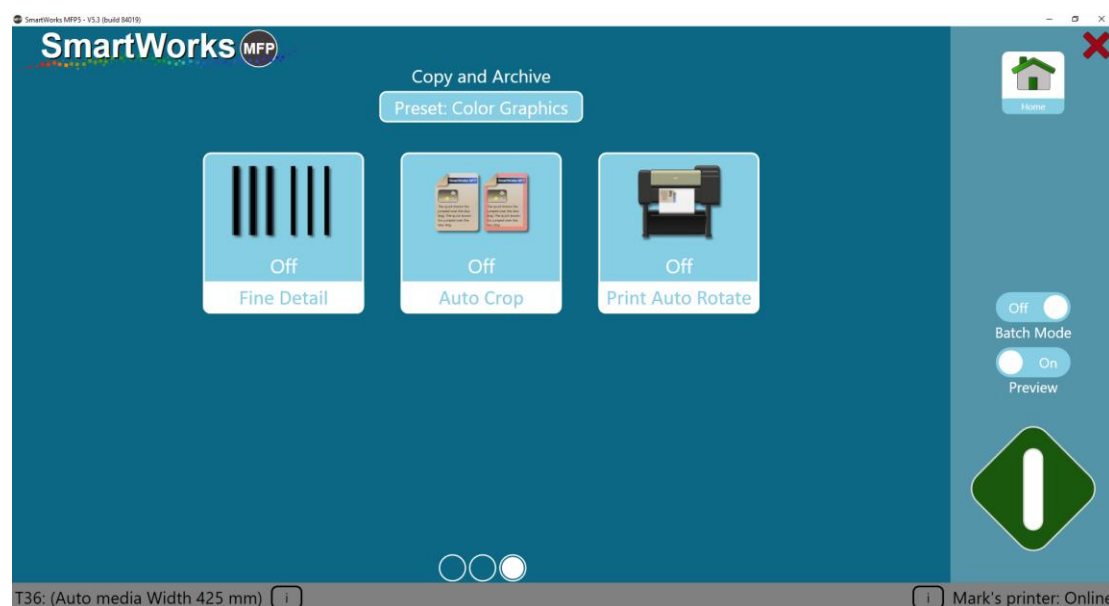
Off C:\Users\mst\Documents\MFP5\Scan.tif

On C:\Users\mst\Documents\MFP5\Scan 2017-10-2(hr,min,sec).tif

Scan to Folder: Select preferred folder for scan files.

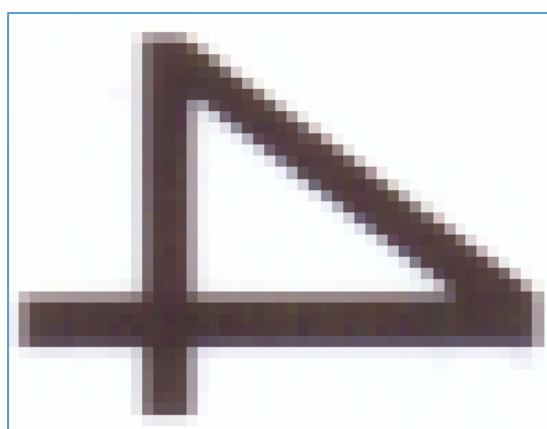


Copy & Archive More Options – Page 3:

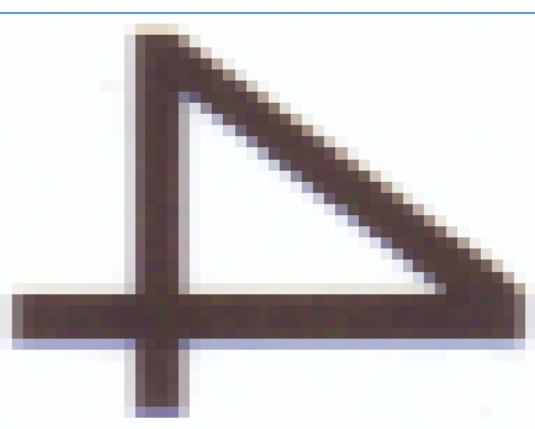


Fine Detail: Neutralises (make grey) the color fringes typically seen above and below scanned fine lines and text.

On



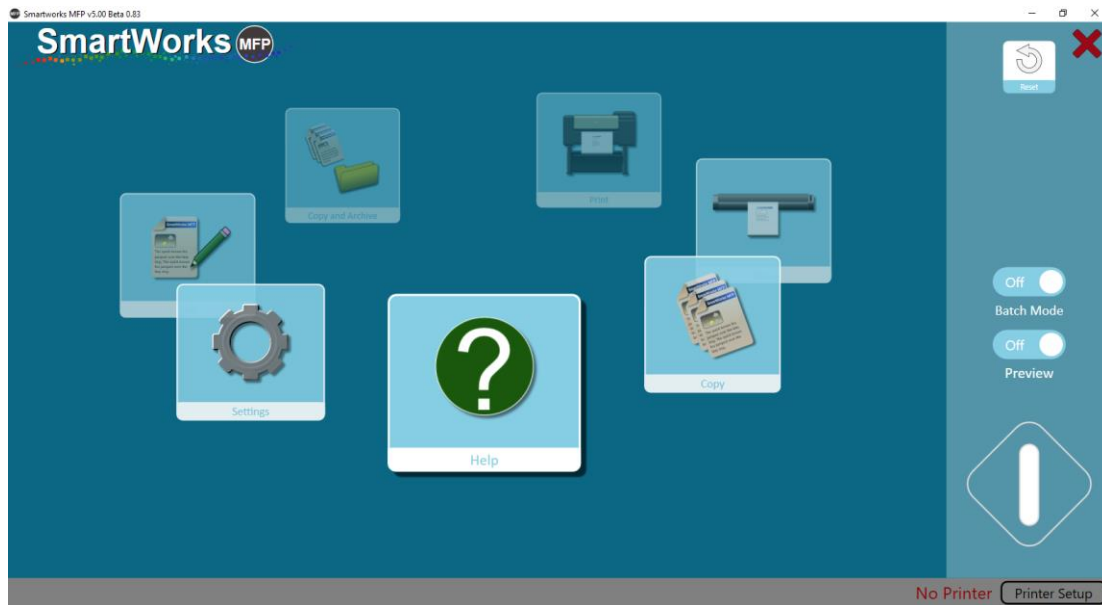
Off



Auto Crop: Removes a 3mm border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.

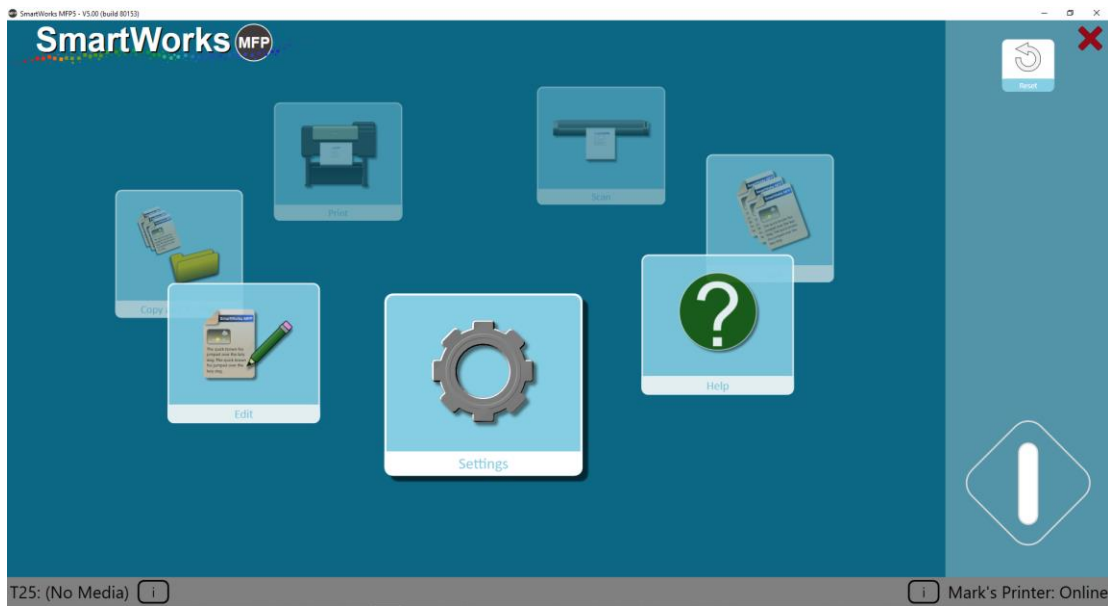
Print Auto Rotate: Rotates the image if it can fit the roll size on printer.

Help

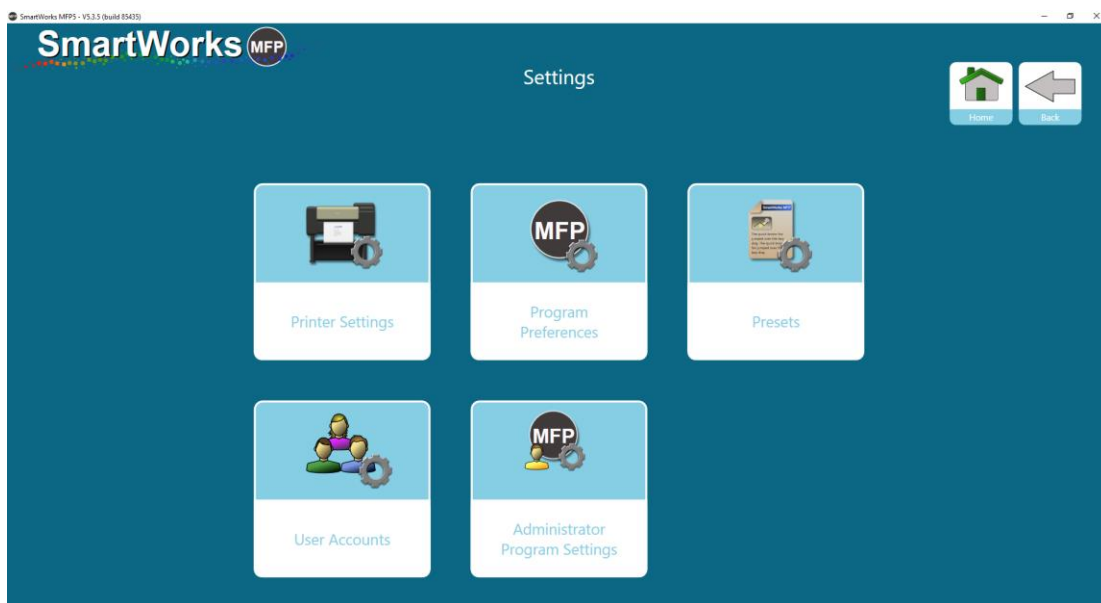


Select Help on the Home page. Press the Help icon and it will display the User Manual (this document).

Settings

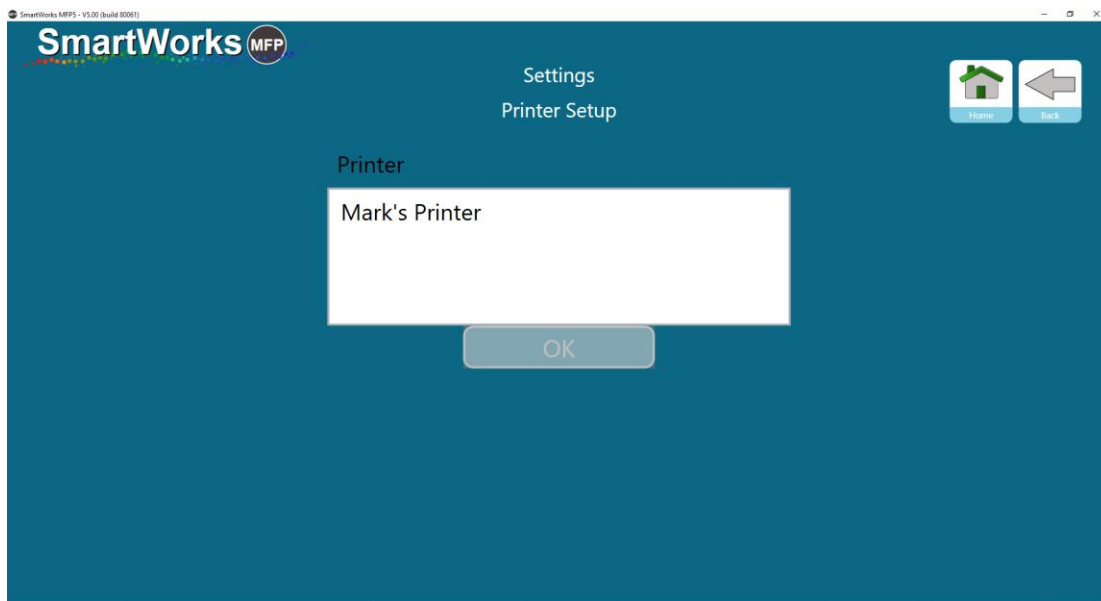


Select Settings on the Home page. Press the Settings to enter the Settings Menu.

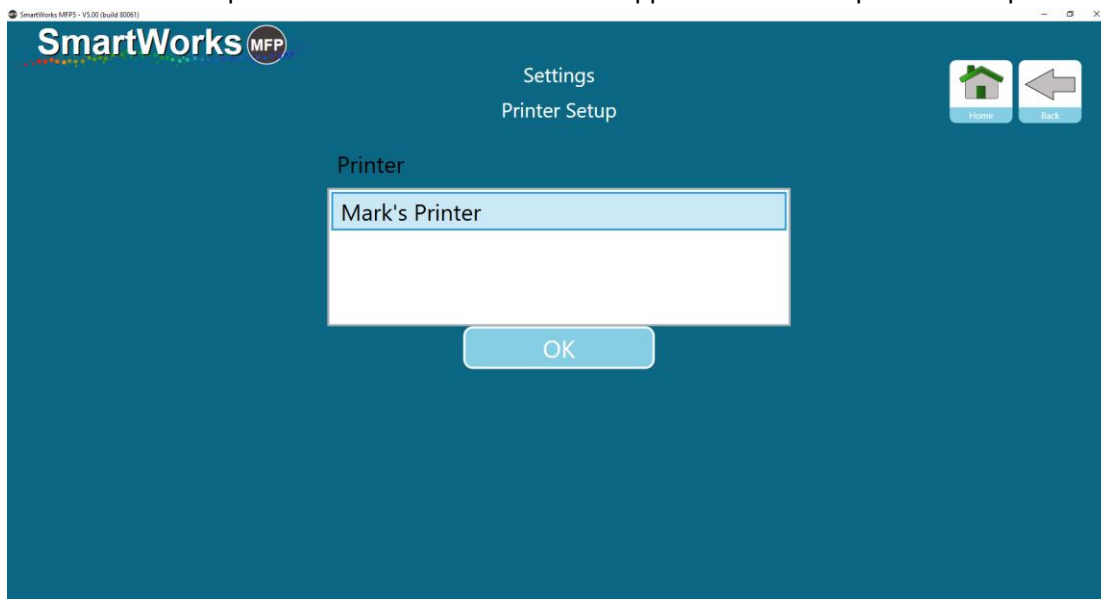


Printer Settings – Change the printer.

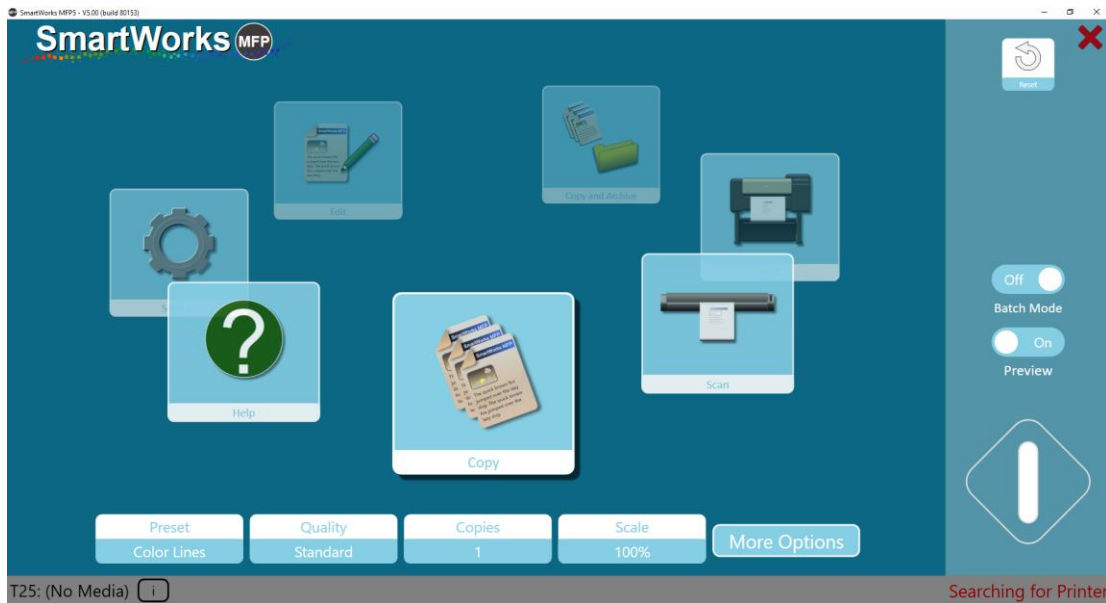
The Printer Settings is used when a different printer needs to be associated with SmartWorks MFP. Press the Printer Settings button and the software will display a list of installed supported printer drivers.



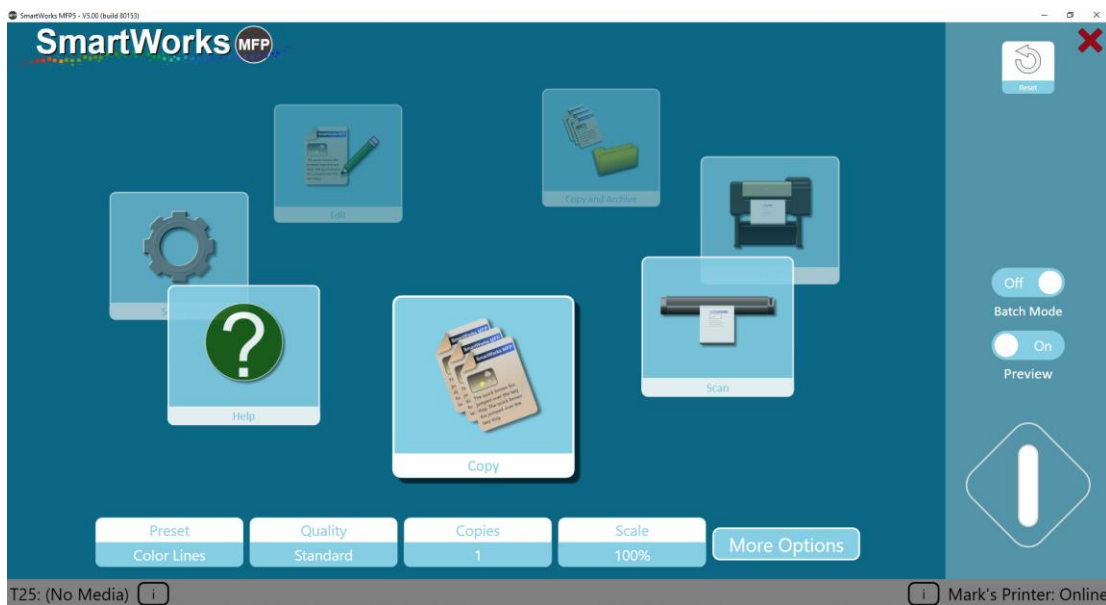
Select the desired printer from the list of installed supported Windows printers and press OK.



The software will then search and communicate with the printer, so the printer must be online.

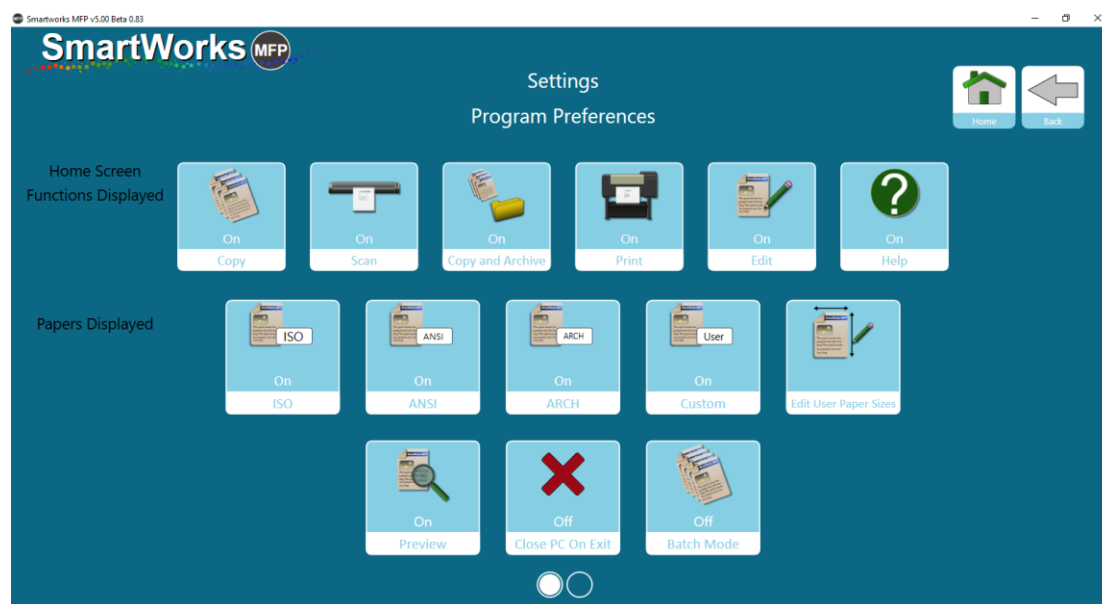


Once the printer has been found, the printer model or name will be displayed.



Program Preferences

Page 1



Home Screen Functions displayed.

It is possible to choose which function are displayed on the Home page carousel. Please note the Settings function cannot be removed. (Default – all on)

Papers Displayed

In the menus showing paper sizes, you can choose which standard paper sizes are displayed. It is recommended to choose only the sizes for your applications to keep the UI less cluttered with icons that will not be used. (Default – all on)

Preview

On/Off. Choose the power on, or timeout reset, default setting. (Default – on)

Close PC on Exit

Off = the program will close, but the PC will remain running. (Default)

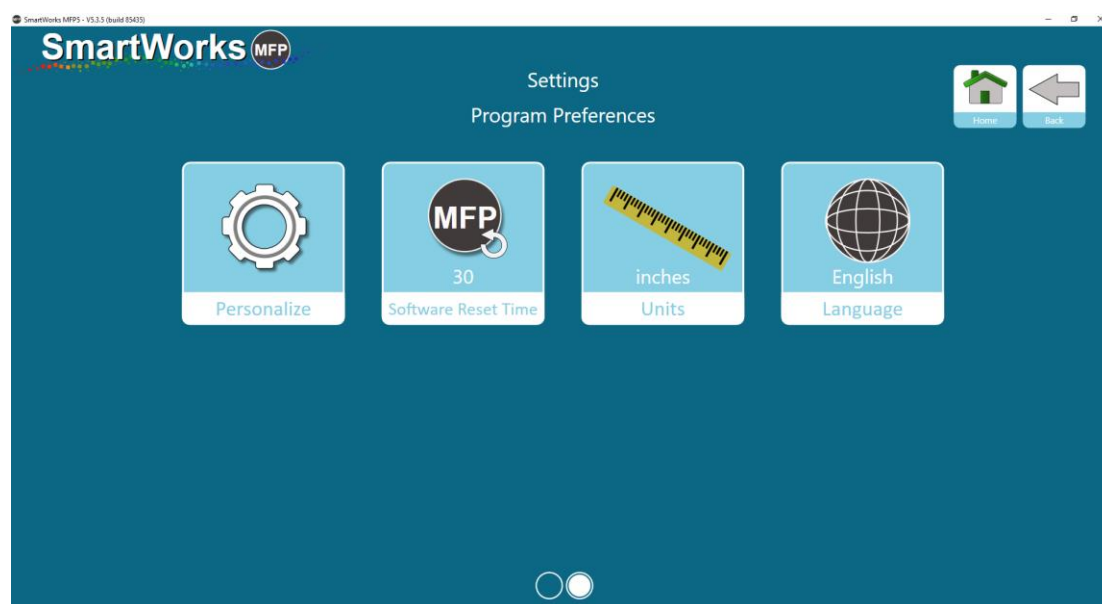
On = the program will close and the PC will shut down.

Batch Mode

On = the scanner will start scanning as soon as a document is loaded into the scanner. The first document of the batch requires the green button to be used, but the system will automatically start scanning as each subsequent document is loaded into the scanner until the batch processed is stopped by using the Blue button.

Off – the Green button must be pressed to start the function for each original document. (Default)

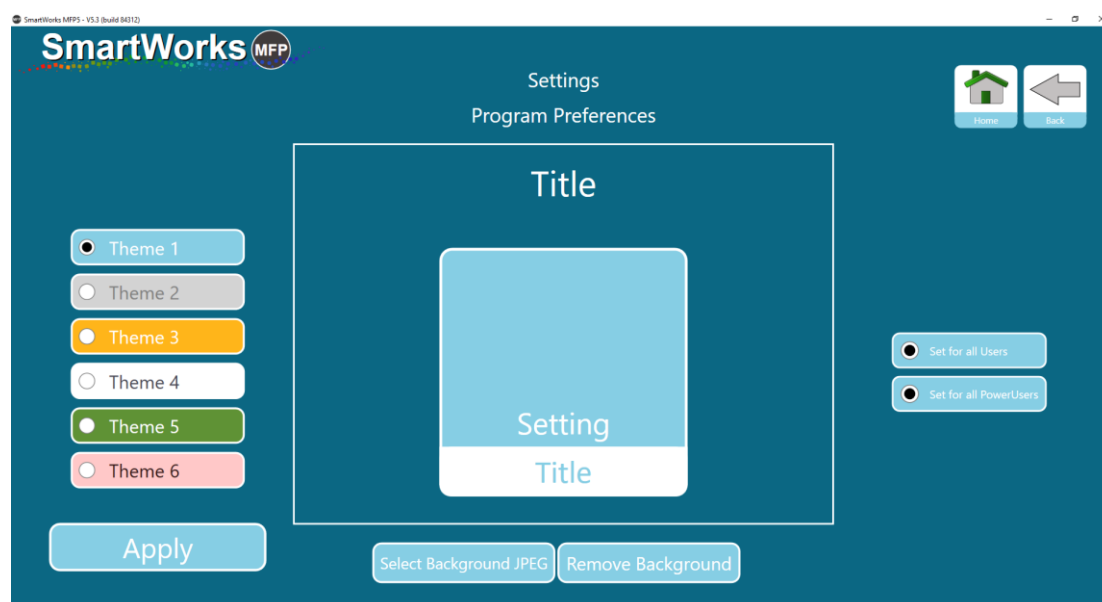
Page 2

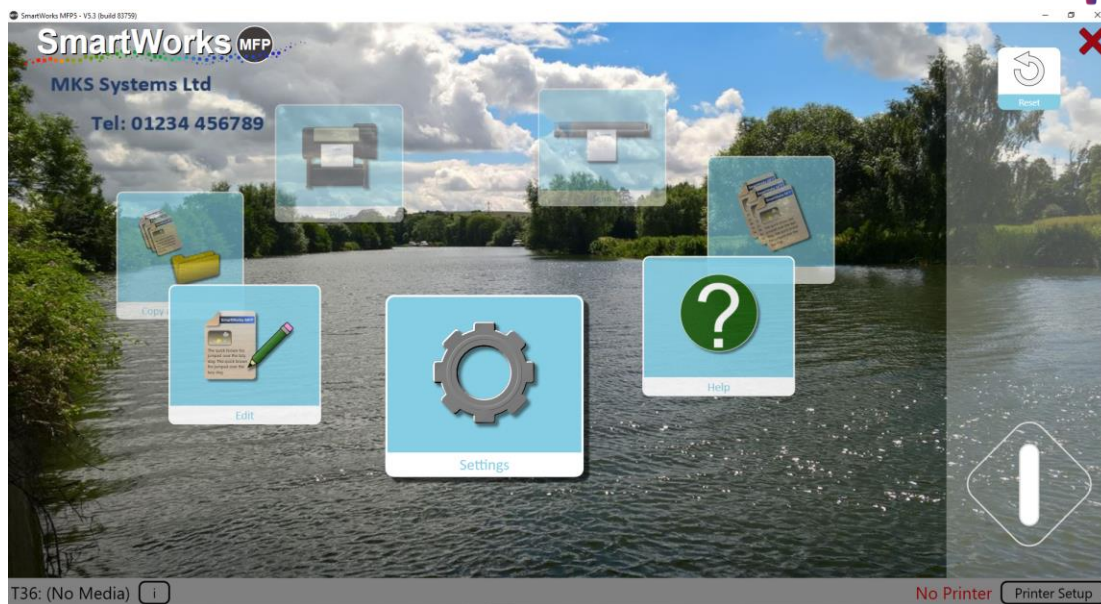


Personalise

Choose the preferred color theme from the list, and click Apply to make the change. This can be applied per user if User Accounts are enabled. (Default – Theme 1)

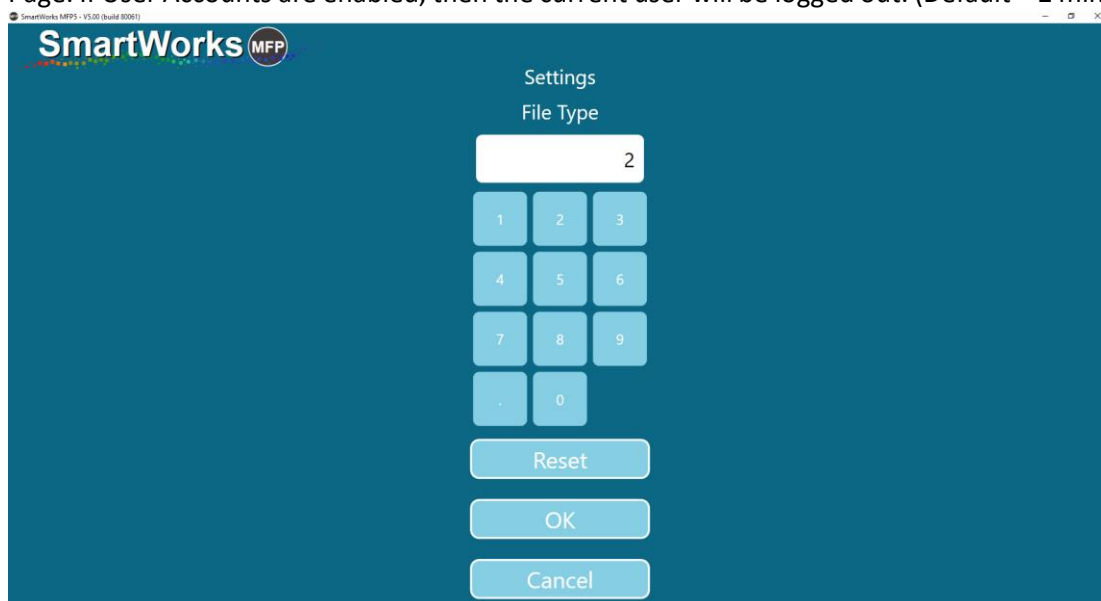
Alternatively, select a Background Bitmap allows a JPEG image to be used as the background and click Apply to make the change. The image will be stretched to fit the screen, so ensure it is the same proportions as the screen (16:9).





Software Reset Time

Set the time with no activity for program to reset to the Program Preferences and return to Home Page. If User Accounts are enabled, then the current user will be logged out. (Default – 2 minutes)

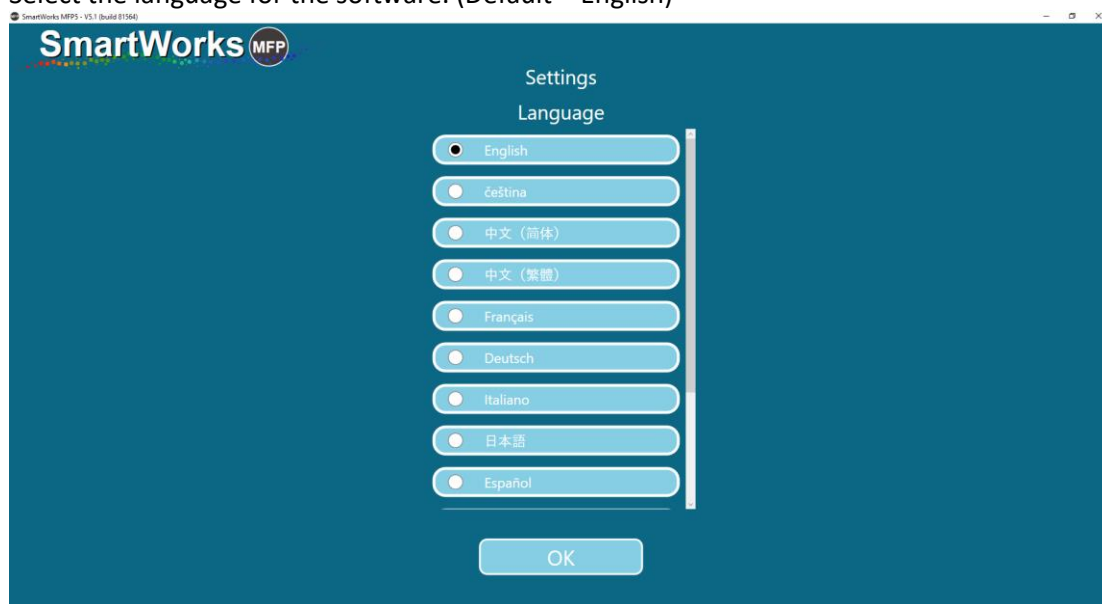


Units

Select the units for the software. (Default – mm)






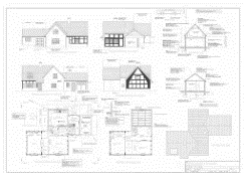
Language

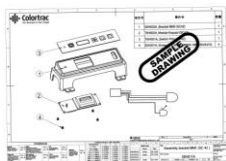
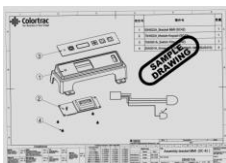
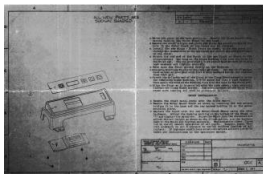
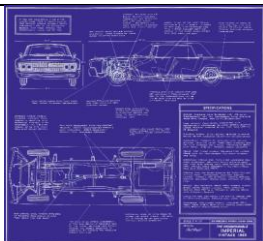
Select the language for the software. (Default – English)



Presets – Document Types

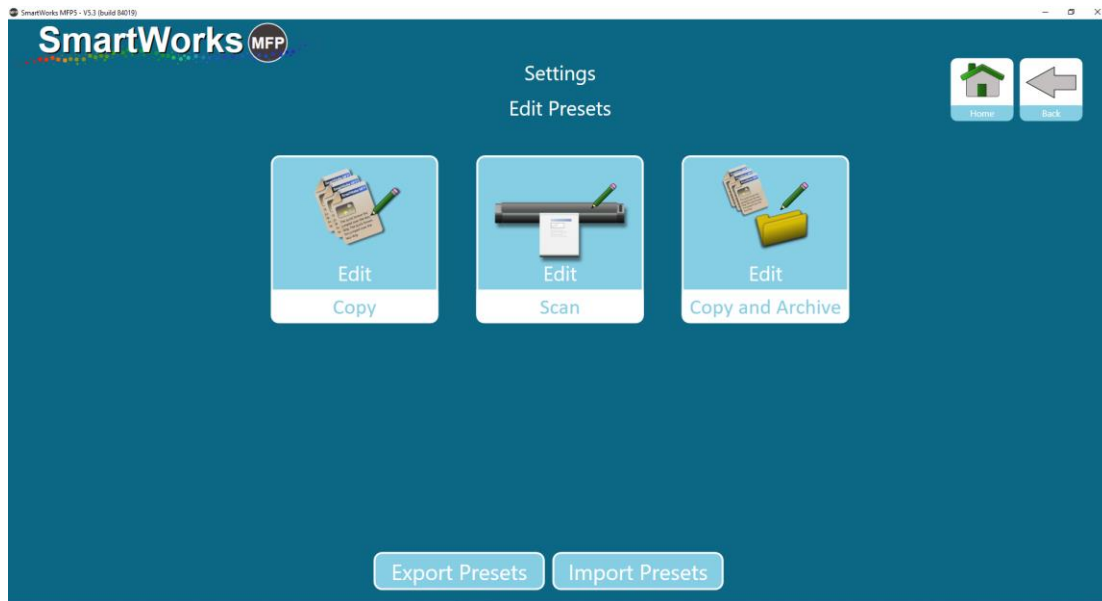
The following Default Document Type Presets are provided for each function:

Preset Name	Document Type	Preset Name	Document Type
Color Photo		Grey Photo	
Color Graphics		Grey Graphics	
Color Lines		Grey Lines	

Preset Name	Document Type
B&W – Clean	
B&W – Dirty	
B&W – Very dirty	
Blueprint	

Note: Scan Preset = RAW TIFF has file type set to RAW TIFF without color management. (Factory use only).

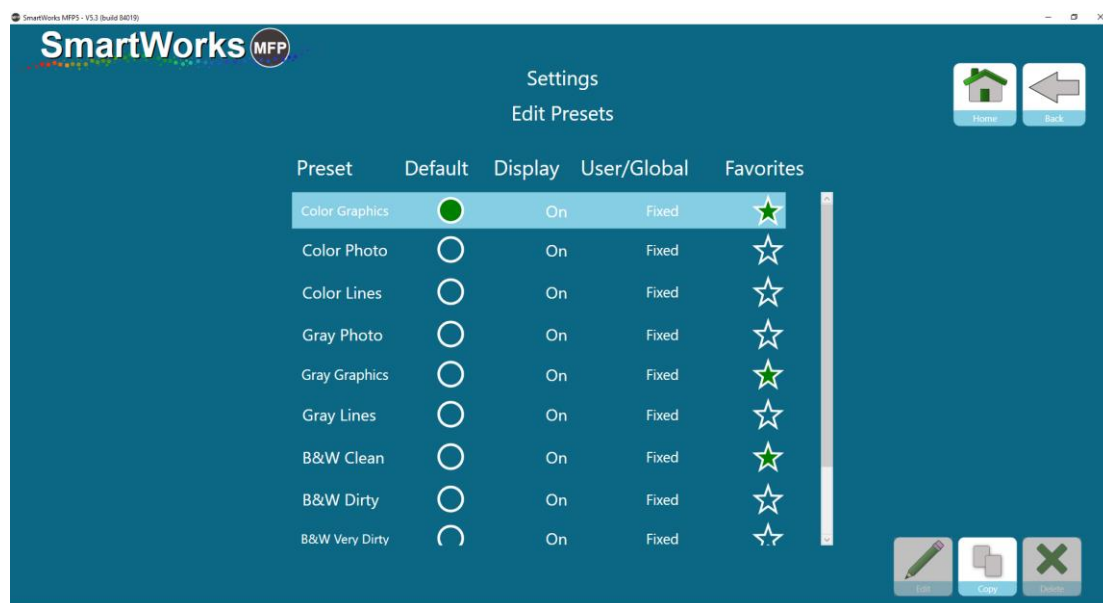
Presets – Default/Display/Copying/Editing



Choose the type of Presets you would like to create/edit or delete.

All custom made Presets can be shared between systems by using the Export & Import Preset options.

E.g. Copy Presets



The current list of available Presets is displayed.

Default:

The Preset with the Green dot under the “Default” column is the Preset that will be set after power on or a timeout reset. To change the Default, select the Preset you wish to become the default to highlight it, then touch the white circle of that Preset to set it as Default. The Green dot will move to the new Preset.

Display:

The Presets displayed on the function pages can be limited to remove unused Presets from the list. The Preset itself is not deleted, so can be used later if required. To change which Presets are displayed, select the Preset to highlight it, then select the on/off under the “Display” heading to change its setting. Please note the Default Preset must have Display = On.

User/Global:

This defines which users will see the Preset when User Accounts have been enabled.

Fixed = Factory Presets that cannot be deleted. They can be hidden from the function screens by setting Display = Off.

Global = A Preset that is visible to all users if Display = On.

User = A Preset that can only be seen by the user who created it.

Favorites:

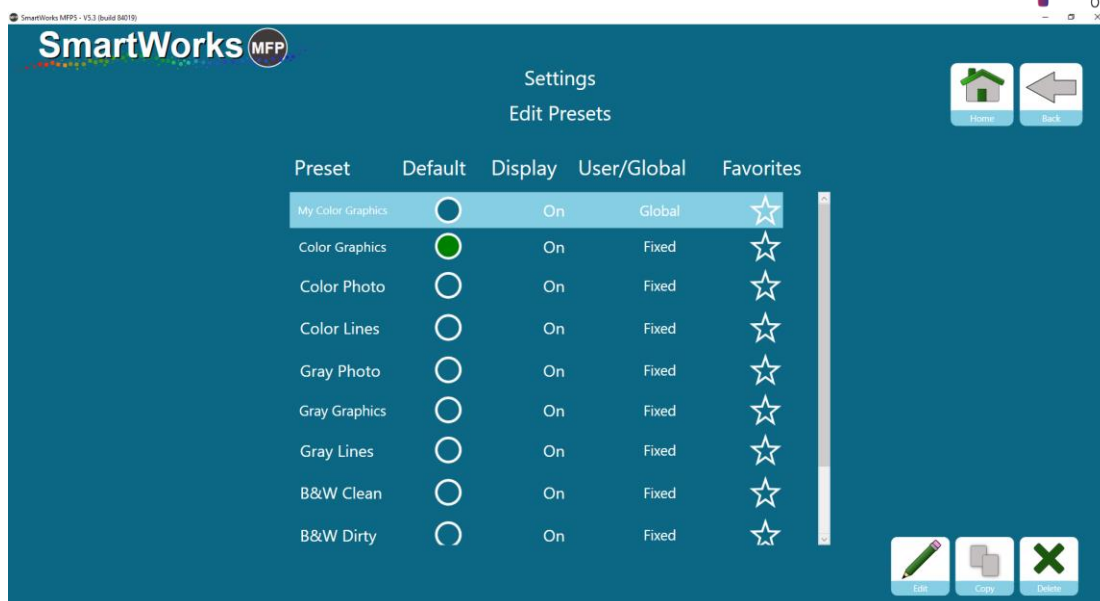
Any highlighted Presets will be shown at the top of the list on the main function pages making it easier to find the most frequently used Presets.

Copy a Preset (Make a new Preset):

To make a new Preset, you can copy an existing one. Copy a “Color”, “Greyscale” or “B&W” Preset depending on the color mode for the new Preset.

Select the Preset to highlight the Preset you wish to copy. Select the Copy button, and a new Preset will appear with the same name as the original Preset with a number at the end, but you can edit the name as required.

E.g. “Color Lines (1)” and “My NEW color Preset”.



Delete a Preset:

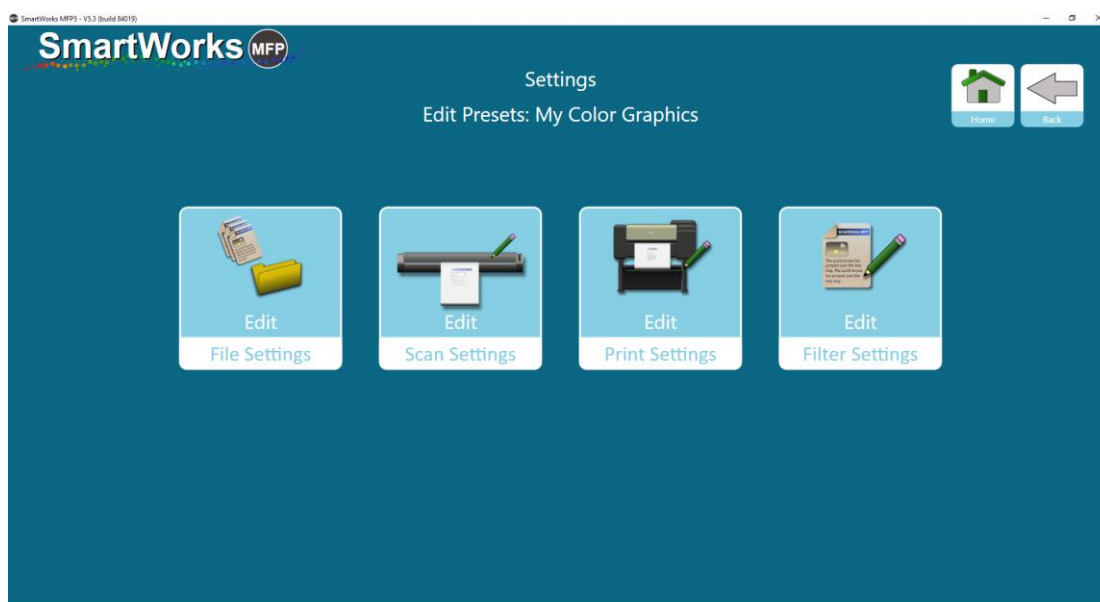
Select the Preset to highlight the Preset you wish to delete. Select the Delete button, and the Preset will be deleted.

- You cannot recover a deleted Preset.
- You cannot delete a Fixed Preset.

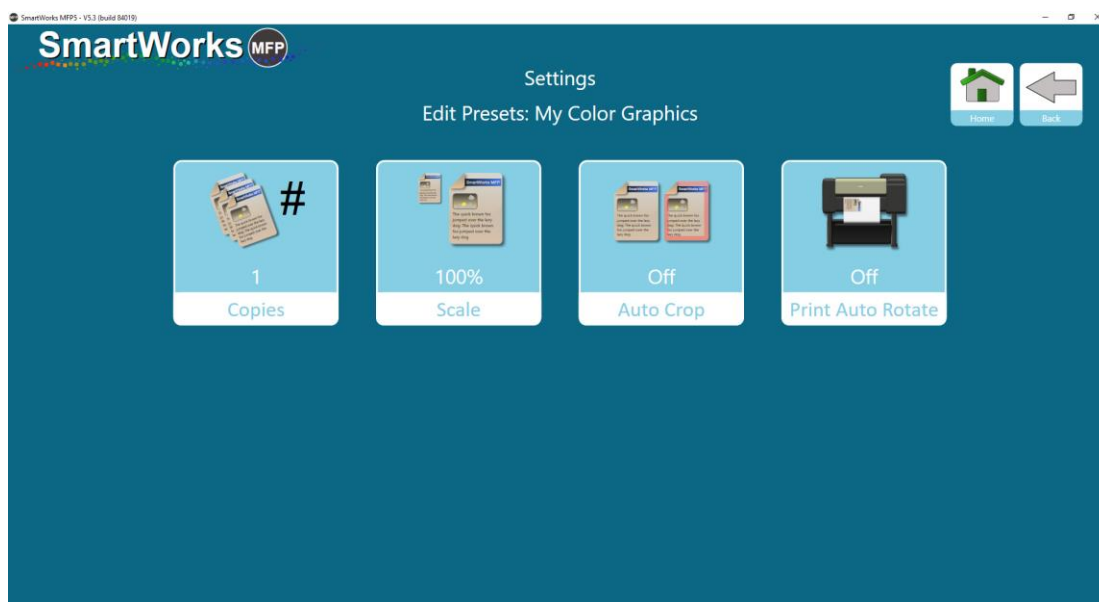
Edit a Preset:

Select the Preset to highlight the Preset you wish to edit. Select the Edit button.

- You cannot edit a Fixed Preset.
- The Settings you can edit vary between Scan, Copy and Copy & Archive functions.



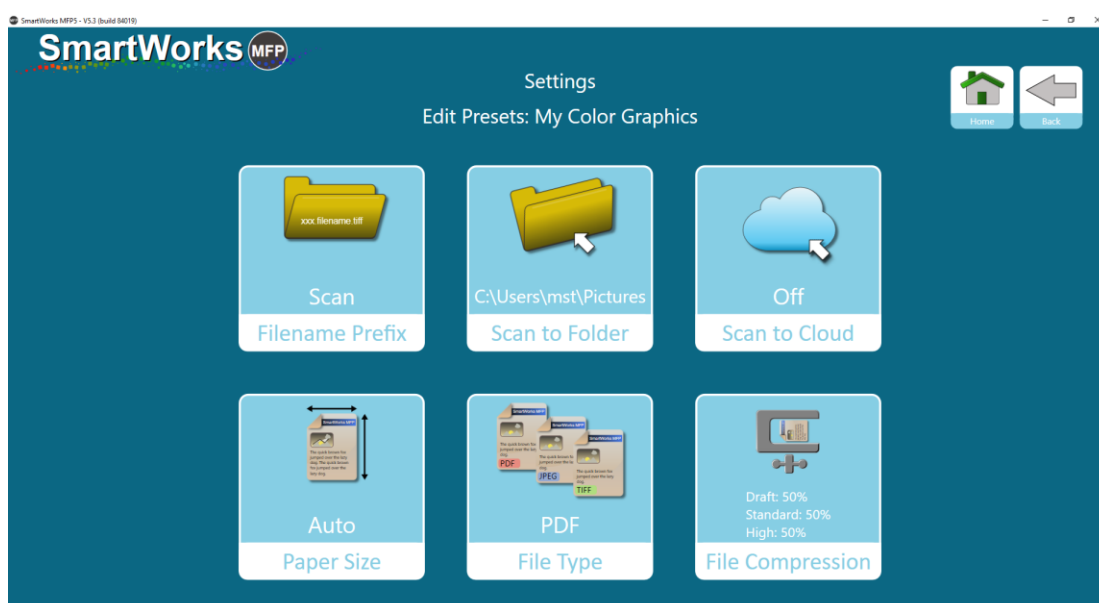
Print Settings



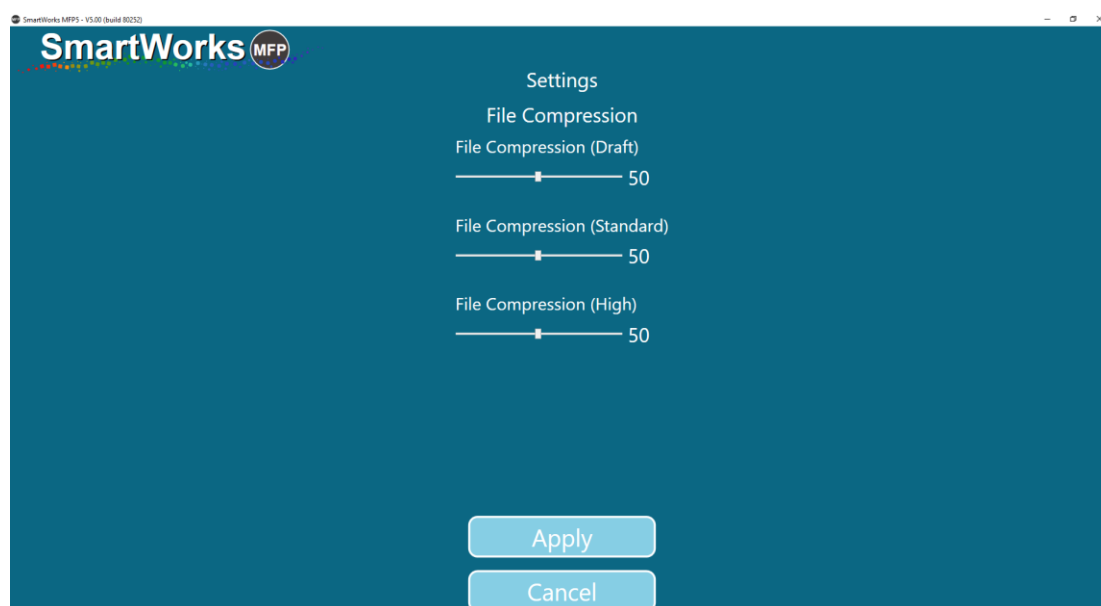
You can change the Number of Copies, Scale, Auto Crop and Print Auto Rotate settings.

File Settings

You can change the Filename Prefix, the Scan Folder, Scan to Cloud, Paper Size, File Type and File Compression for JPG and PDF files.



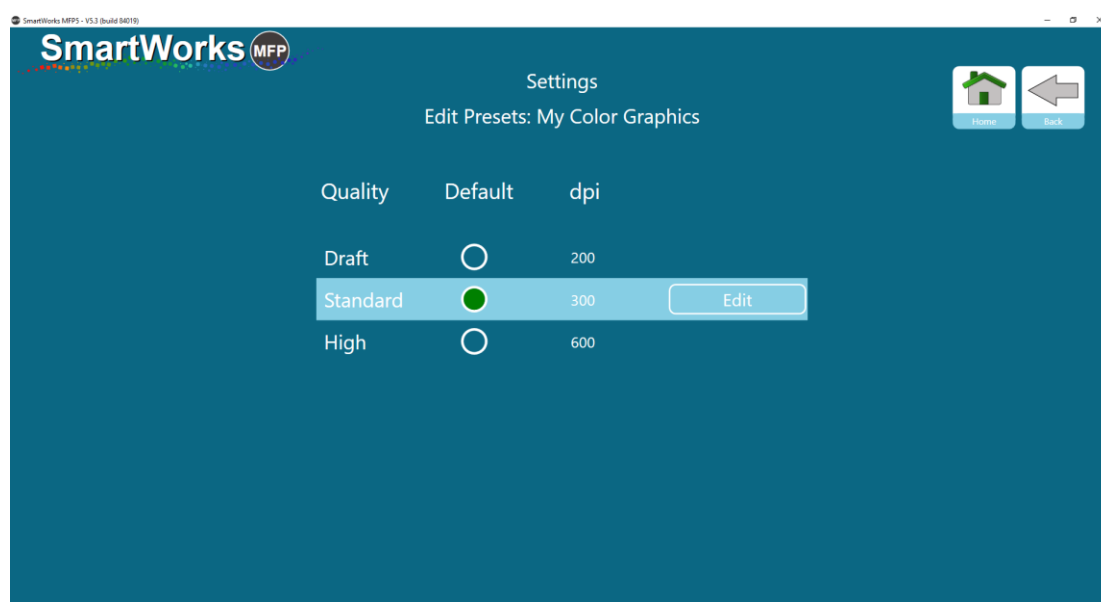
File Compression for JPG and PDF files can be set at different levels for each Quality Mode. A lower number produces a smaller file size, but the image quality is lower.



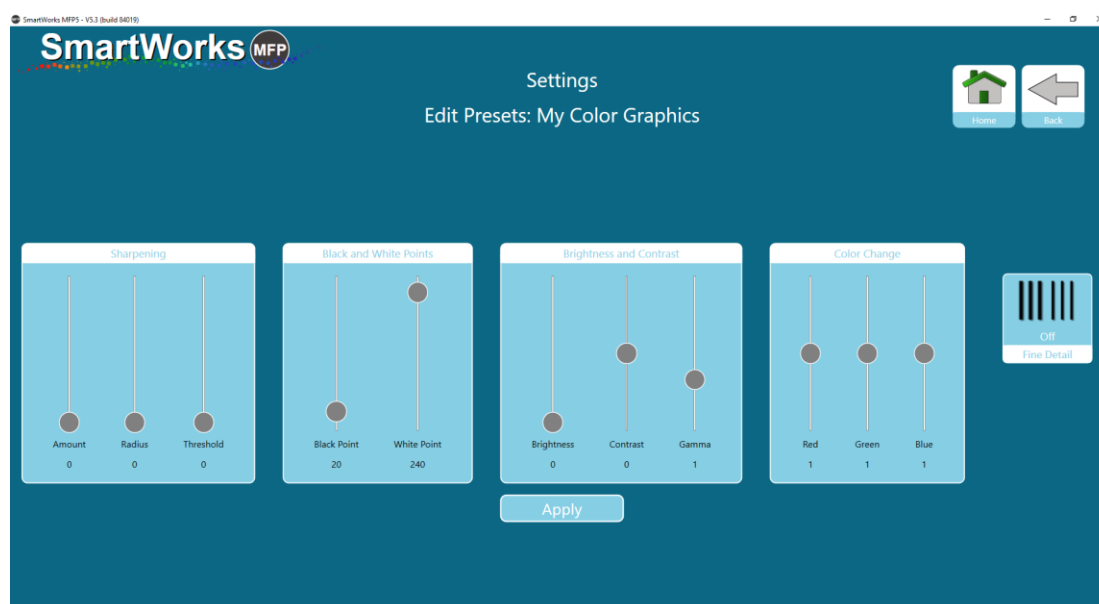
Scan Settings

You can change the scan dpi for the Draft, Standard & High Quality modes. The maximum is 1200dpi. (Defaults: Draft = 200dpi, Standard=300dpi & High Quality=600dpi)

WARNING: Very high scan resolution (dpi) can result in extremely large files. This will cause very long processing times, very slow cloud communications and can reach the limits of the file size format or Operating System.



Filter Settings



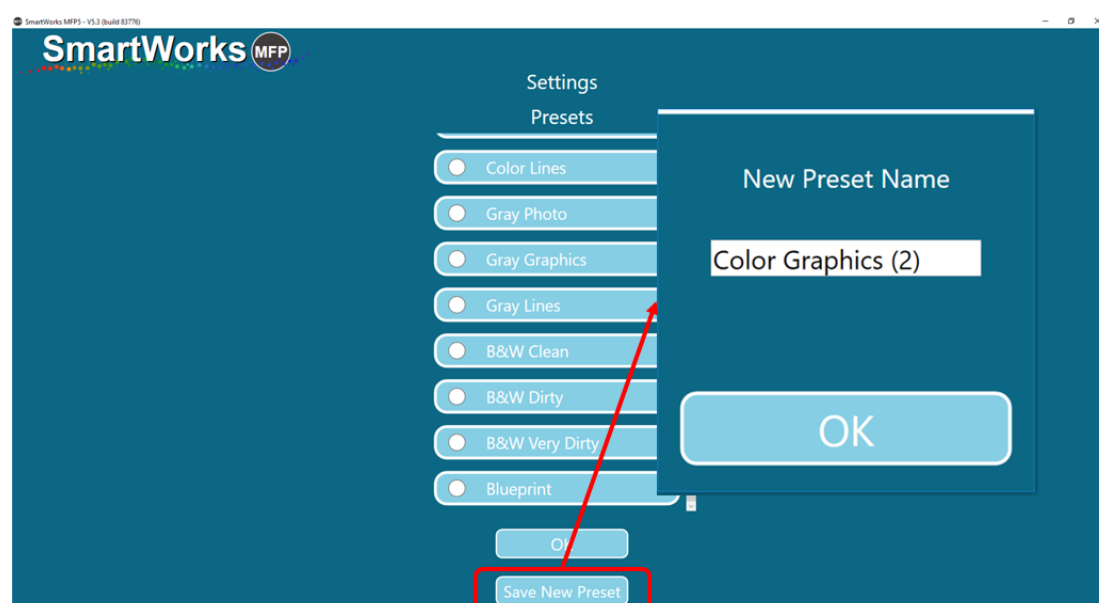
Change the preferred settings of Sharpening, Black Point & White Point, Brightness & Contrast, Red/Green & Blue settings and Fine Detail.

Presets – Make a new Preset during operation

If using a Preset that has been altered in some way, it is possible to save the current settings as a new Preset for future use.

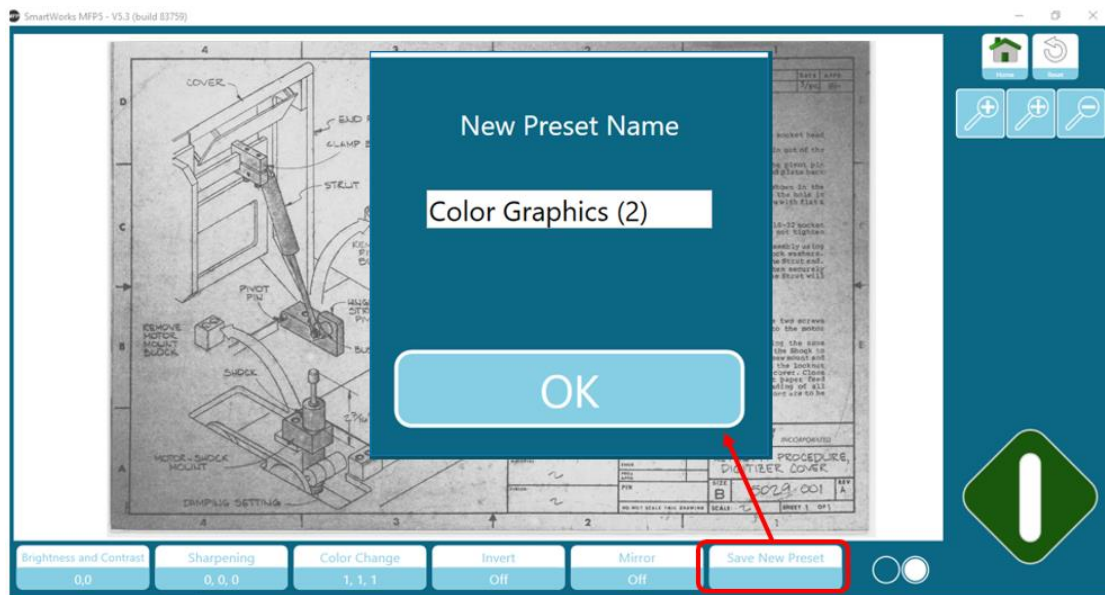
From the Home Page:

Press the Preset button and then select Save New Preset. Name the Preset as required.



From the Preview Page:

When previewing an image, select Save New Preset. Name the Preset as required.



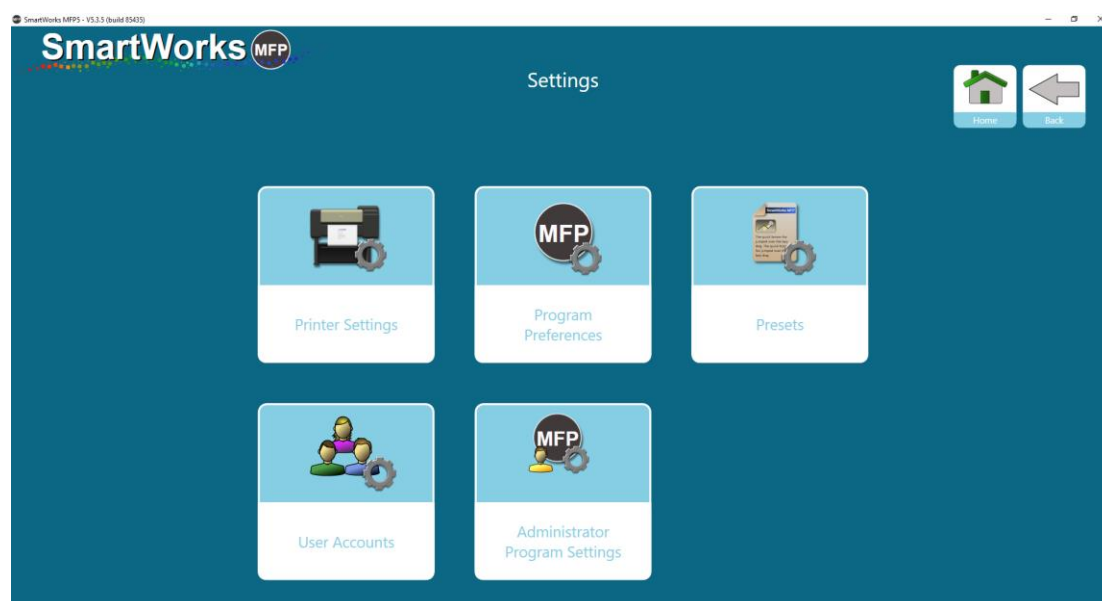
User Accounts

If User Accounts are not enabled, the software is not password protected and is operated at the Administrator level. Up to 20 user accounts can be set in the software with different levels of capability under Settings.

	Administrator	Power User	User
Personalise	Y	Y/N (Set by Admin)	Y/N (Set by Admin)
Edit Presets	Y	Y	N
Set scan path	Y	Y/N (Set by Admin)	Y/N (Set by Admin)
Printer Setup	Y	Y	N
User Account control	Y	N	N
Set Email Login Information	Y	Y/N (Set by Admin)	Y/N (Set by Admin)

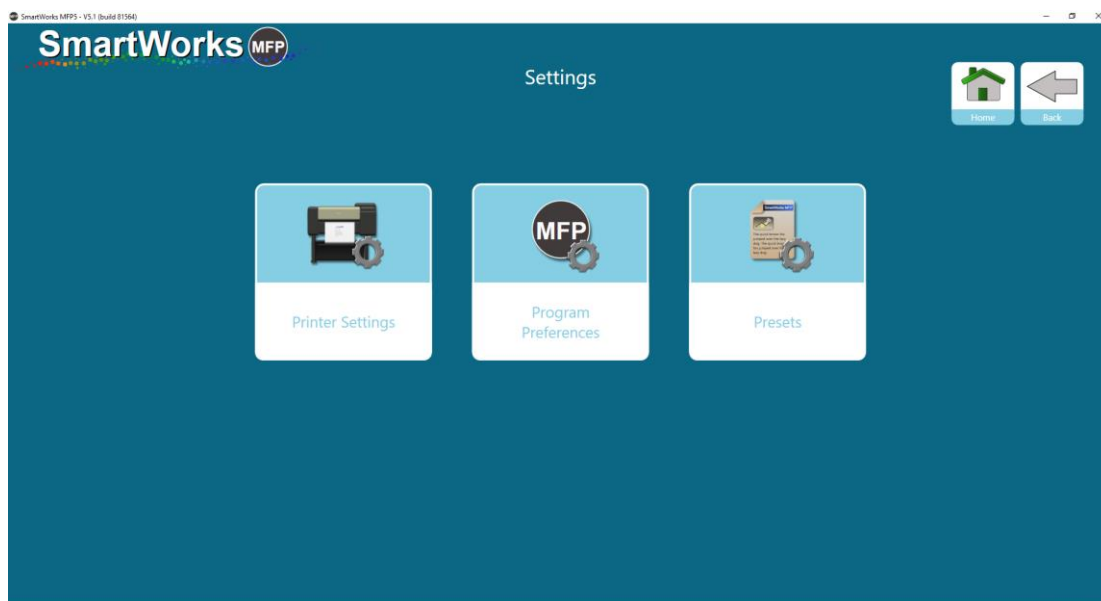
Administrator

There is one Administrator who has full control, and can set how much control the other users have. The Administrator can view all Presets created by the Power Users, and change them to be a Global Preset, so they can be used by all users. The Administrator can view the entire Settings page.



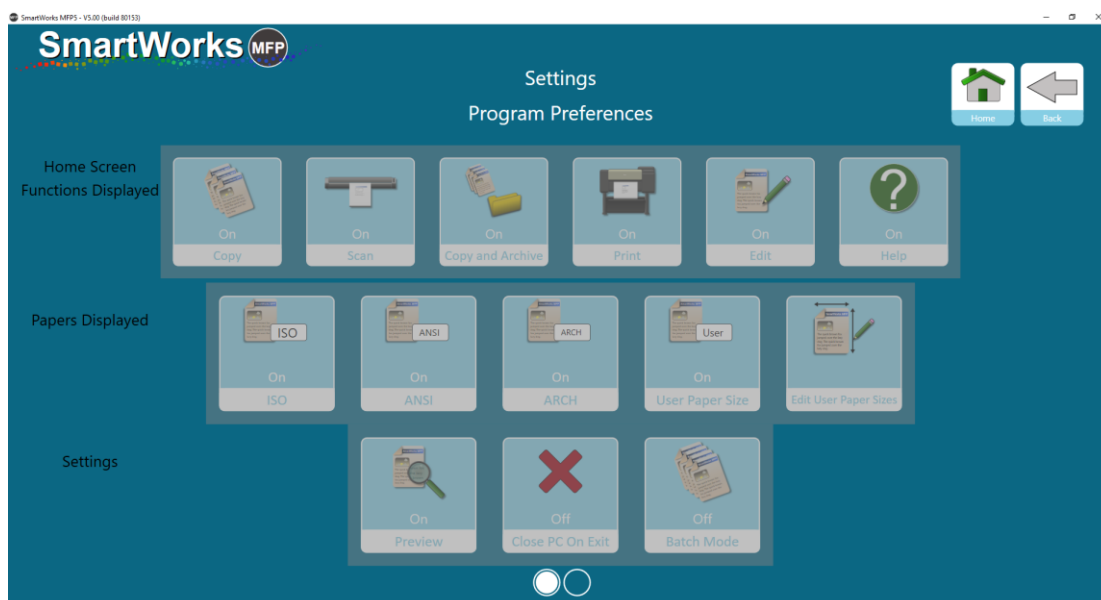
Power Users

Power users have a limited Settings page. Power Users can create and edit their own Presets, which includes setting their own scan paths.



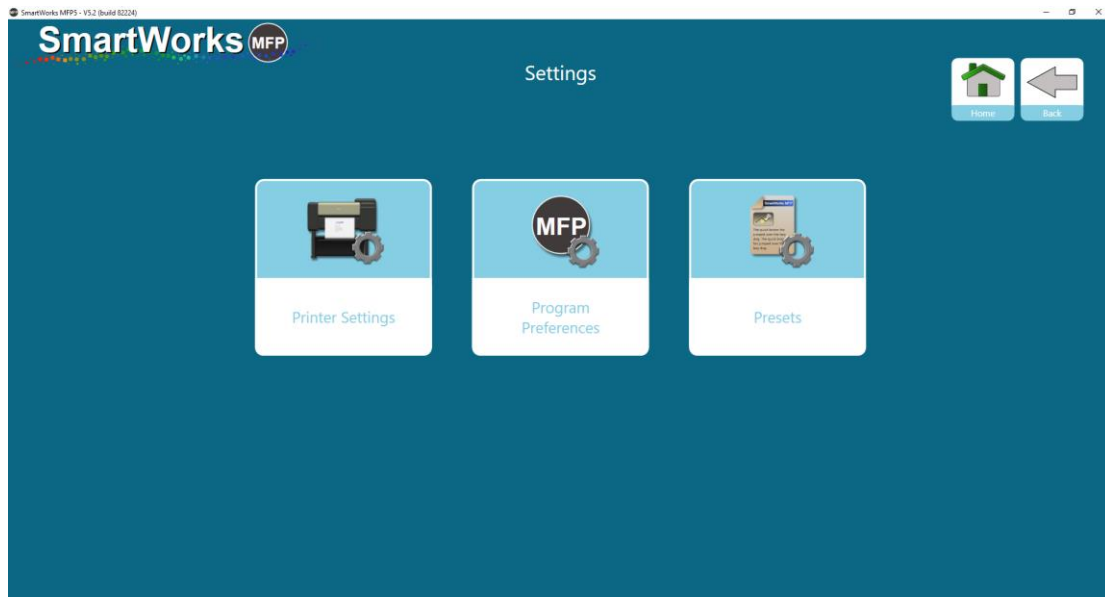
Program Preferences: Administrator define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Power Users. If these are all fixed, Power Users can only adjust the following:

- Software Reset Time



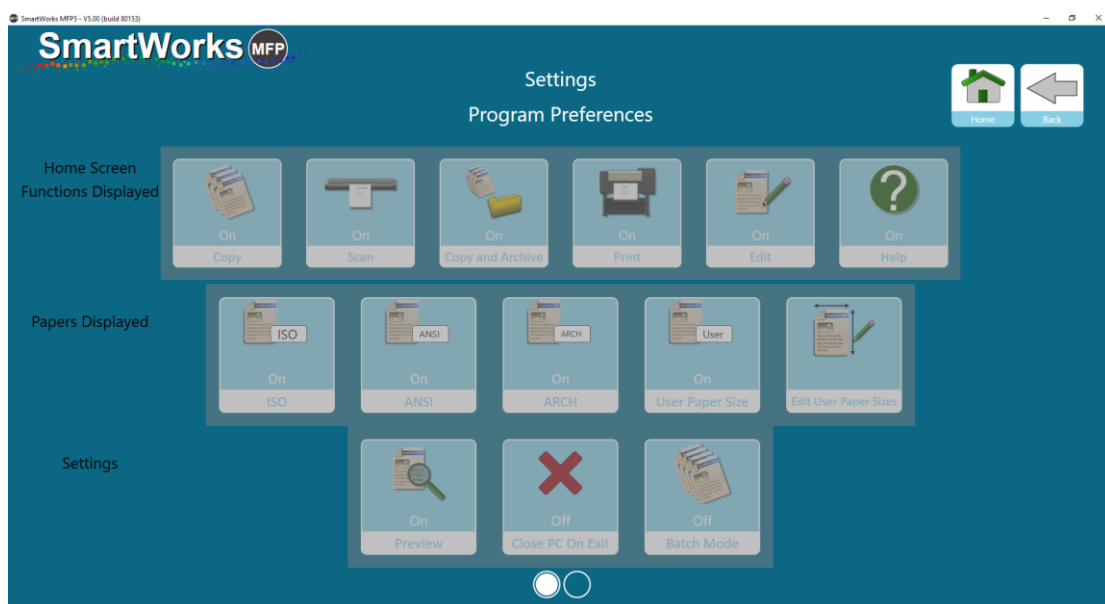
Users

Users have the least ability to change the program Settings. Users have a limited Settings page.

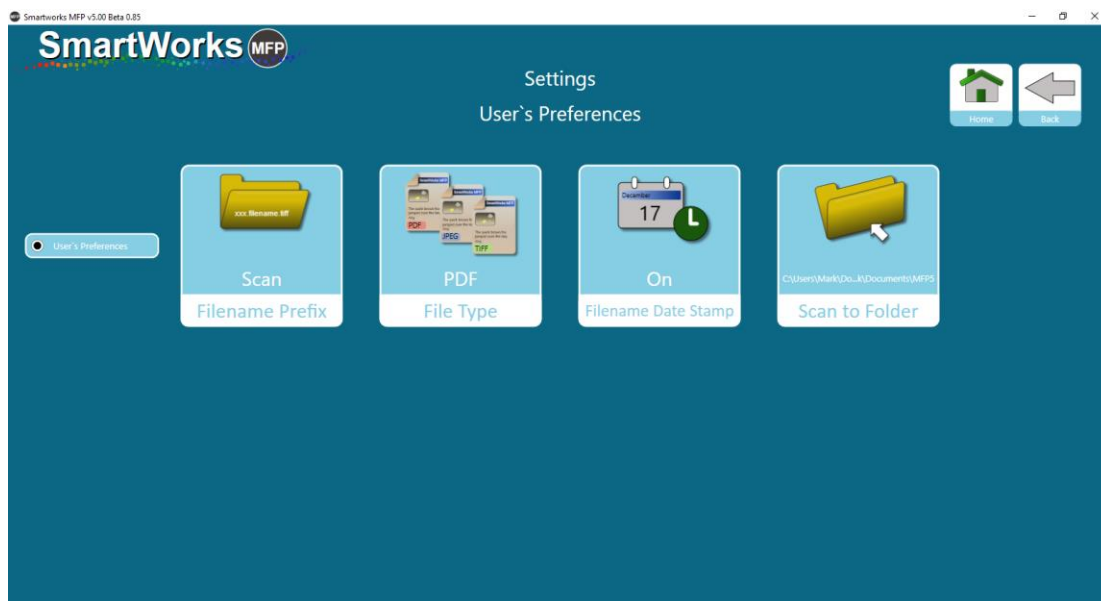


Program Preferences: Administrator define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Power Users. If these are all fixed, Power Users can only adjust the following:

- Software Reset Time

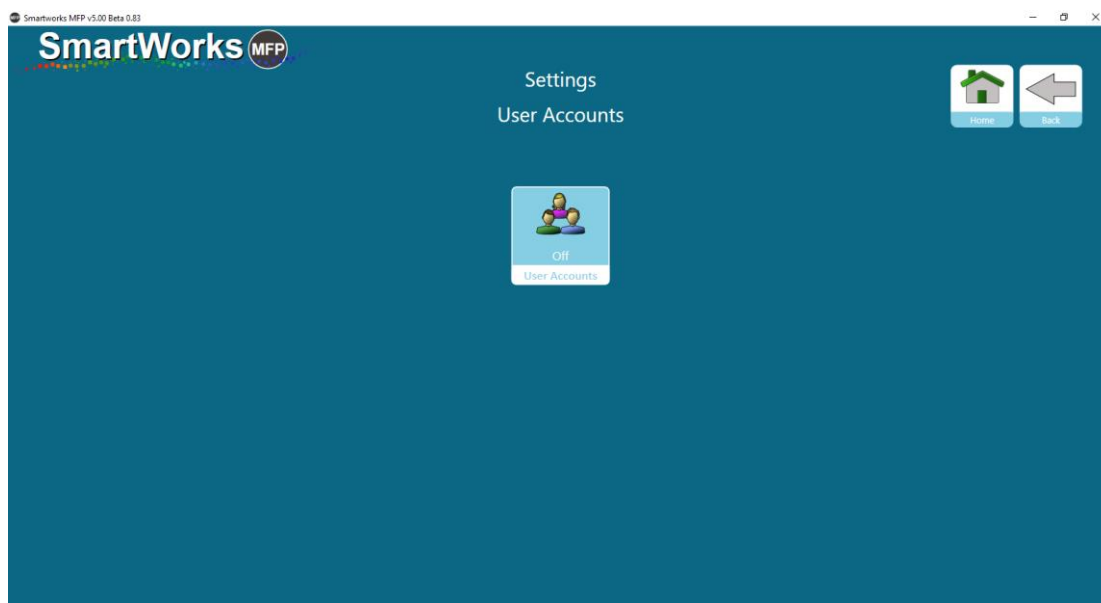


The only options a User has under Presets is to fix a Scan filename prefix, file type, file date stamp and scan path. This is then fixed for that user only. If the User does not select their personal settings, the settings from the Preset will be used.



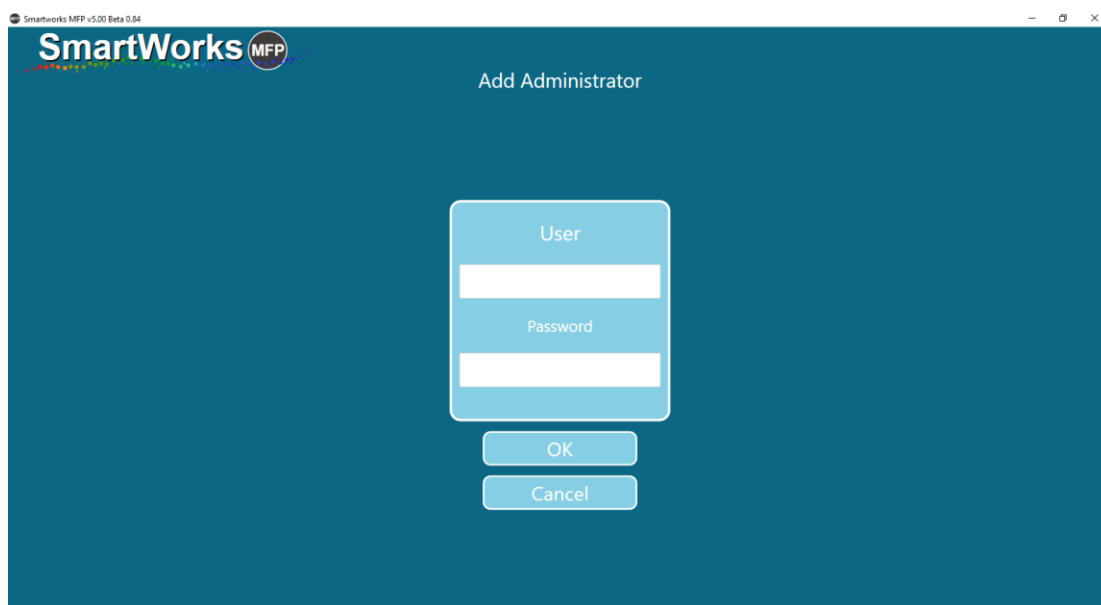
Creating User Accounts

Select Setting – User Accounts, and turn User Accounts On.

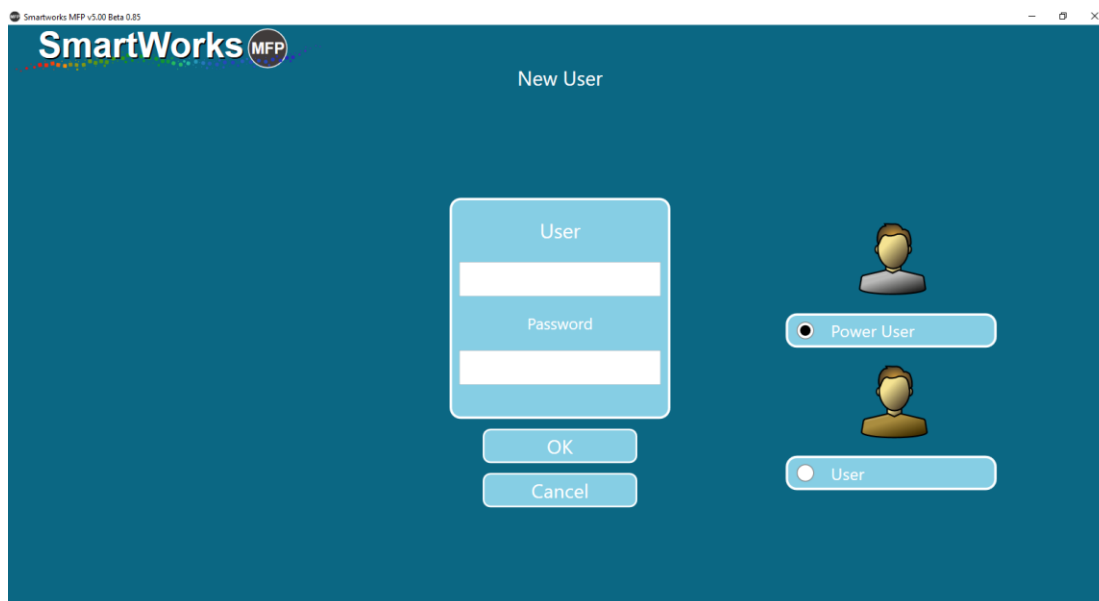


When you enable User Accounts for the first time you will be prompted to add the Username & Password of the Administrator. There can only be one Administrator of the system.

WARNING: Please ensure you keep a record of the Administrator Username and Password as you need to be able to enter these details to be able to edit or disable User Accounts.



Once you have created the Admin User (Gold color), add other users as required up to a maximum of 20 users, choosing whether they are a Power User (Silver color) or a User (Bronze color). Define a unique Username and Password for each user.

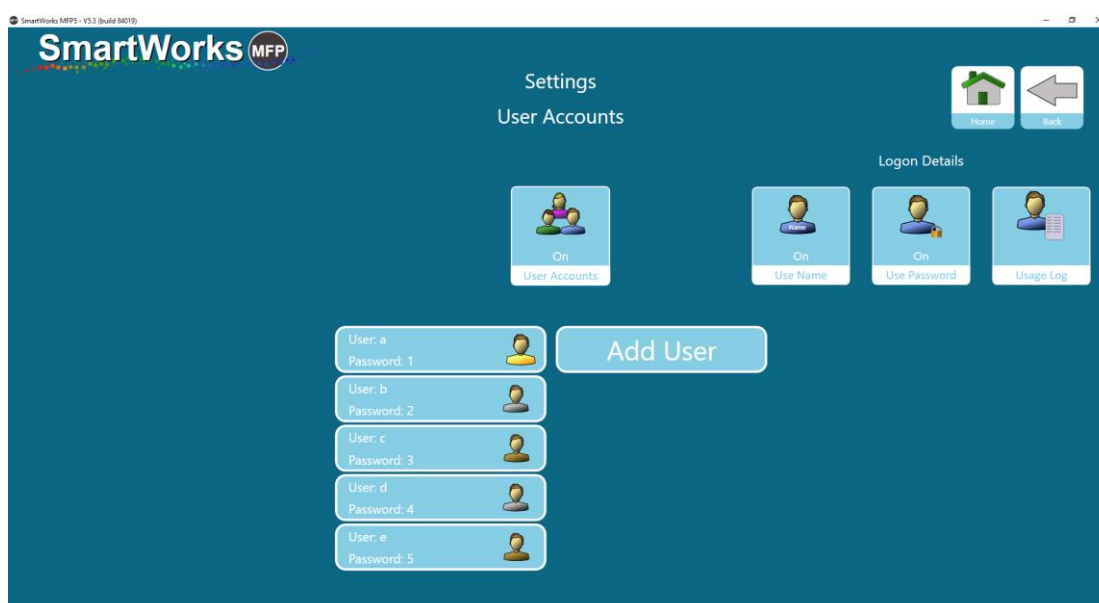


The 'New User' dialog box in SmartWorks MFP v5.00 Beta 0.85 features a dark blue background. On the left, a light blue box contains two input fields labeled 'User' and 'Password', with 'OK' and 'Cancel' buttons below. On the right, two user icons are shown. The top icon is associated with a 'Power User' button, which has a selected radio button. The bottom icon is associated with a 'User' button, which has an unselected radio button.

Login Details

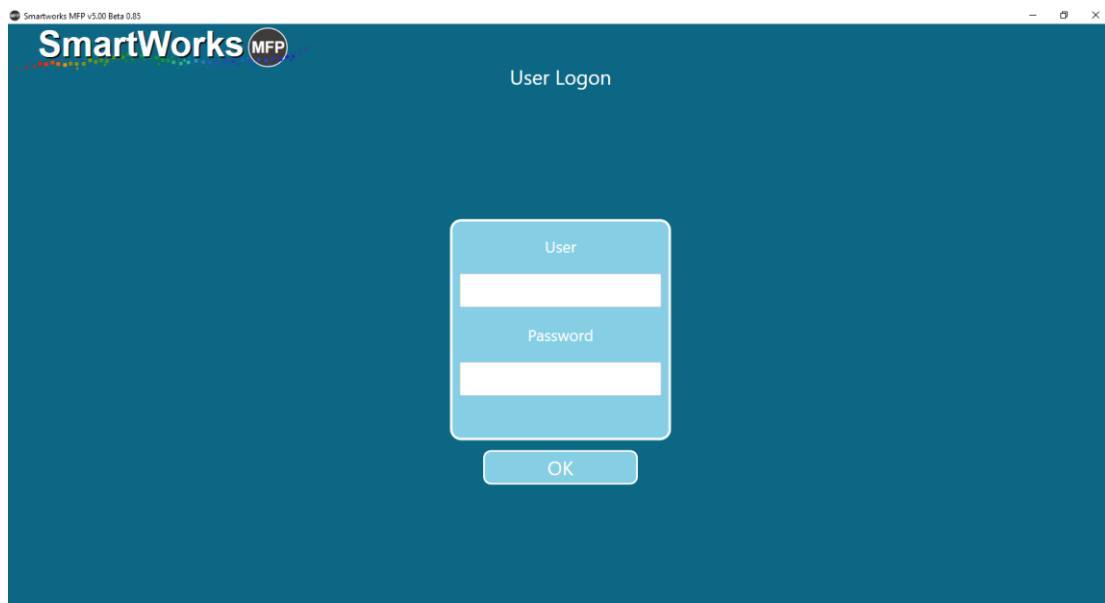
In the following example, there is 1 x Administrator, 2 x Power Users and 2 x Users with single character Username and single digit Passwords.

It shows the users will be required to enter both their username and password to operate the software. You can select to allow logon by entering just the Username or just the Password to simplify the logon operation.

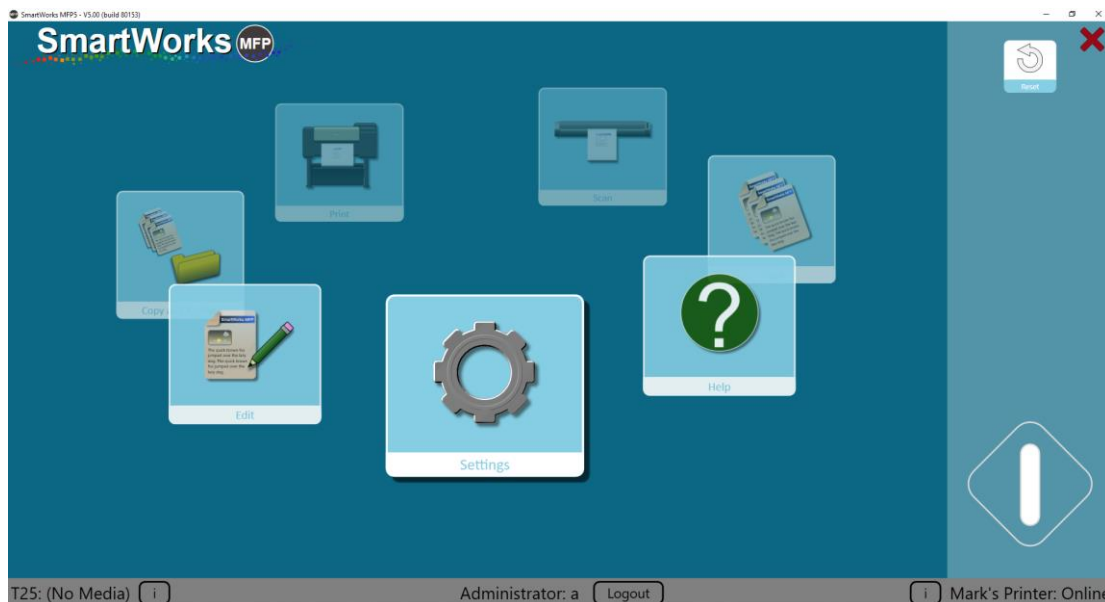


The 'Settings User Accounts' screen in SmartWorks MFP v5.3 (build 54010) has a dark blue background. At the top, it shows 'Settings User Accounts' and navigation buttons for 'Home' and 'Back'. Below this, there are four 'Logon Details' options: 'User Accounts', 'Use Name', 'Use Password', and 'Usage Log', each with a 'On' status indicator. On the left, a list of five users is shown: 'User: a' (Password: 1), 'User: b' (Password: 2), 'User: c' (Password: 3), 'User: d' (Password: 4), and 'User: e' (Password: 5). Each user entry includes a small user icon. To the right of this list is a large 'Add User' button.

When you exit the page, you will prompted to log in before continuing. This page will request the Username and/or Password depending on how the Logon Details are set.



With User Accounts enabled, the Home page will show which user is logged on and provide a Logout selection at the bottom of the screen. Each user should always Logout to close a session. After the timeout reset period (default = 2 minutes) with no activity, the software will reset and logout the current user to show the User Logon screen.



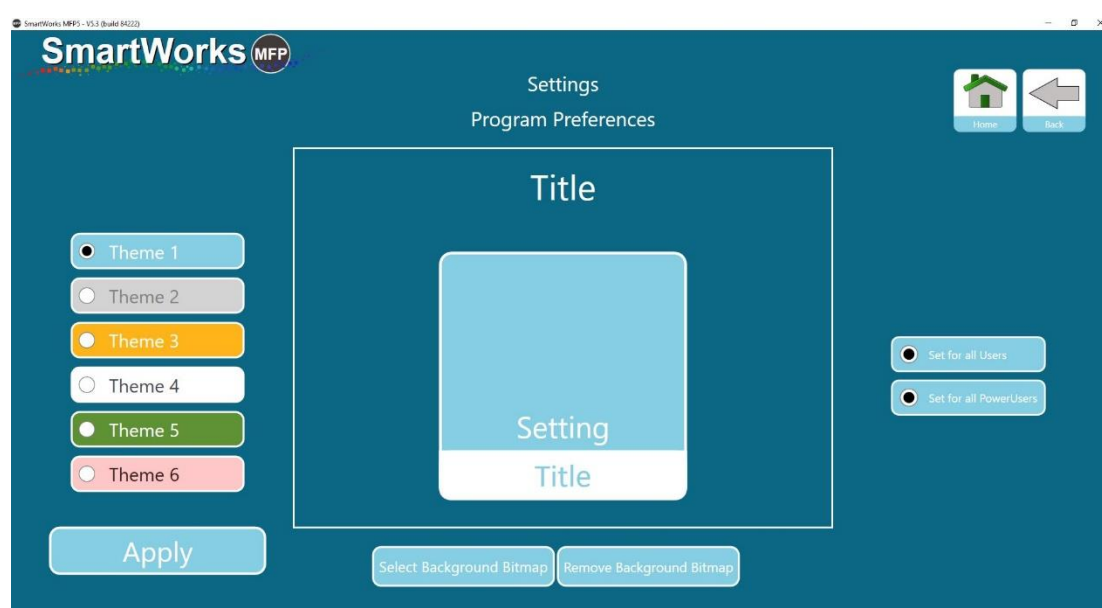
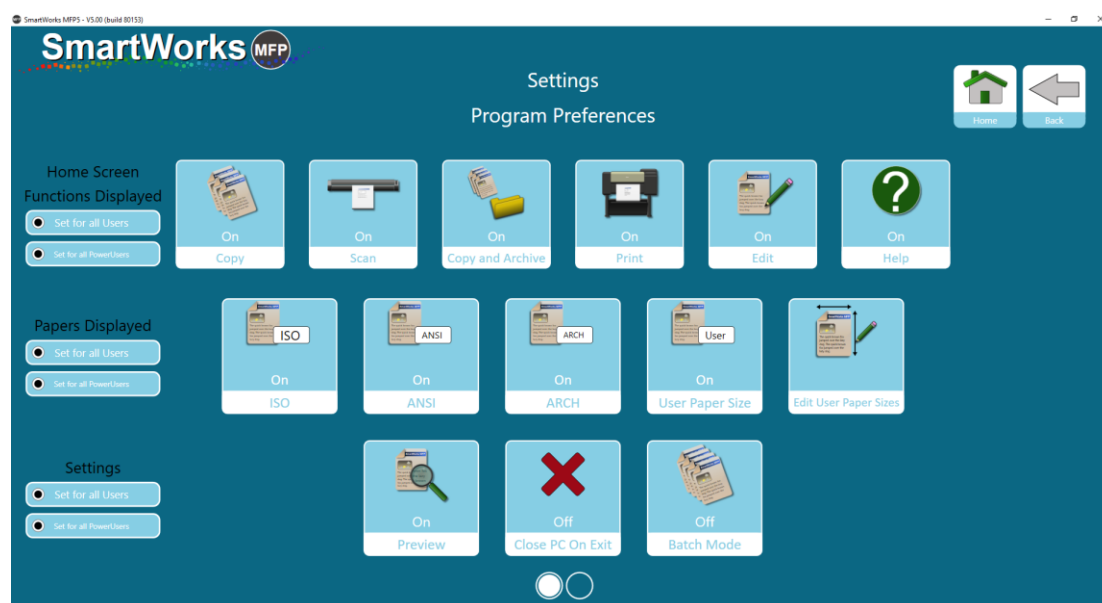
User level configuration options

When logged on as the Administrator, different options can be set for Power Users or Users.

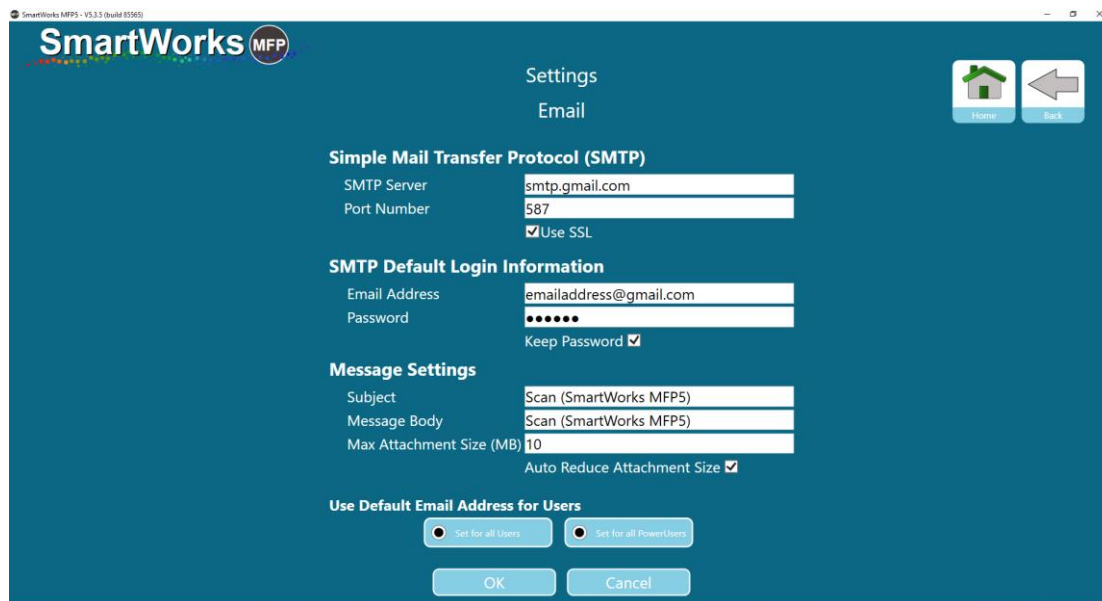
In Settings – Program Preferences, new options are displayed to the Administrator who can define whether Home Screen Functions Displayed, Papers Displayed, Settings and Personalise are fixed or can be edited by the Users.

Set for All Users – Users will not be allowed to change settings when enabled by the Administrator.

Set for Power Users – Power Users will not be allowed to change settings when enabled by the Administrator.



In Settings – Administrator Program Settings - Email, the Administrator can define whether the email Login Information is fixed or can be edited by the Users.



SmartWorks MFP5 - V5.3.3 (build 85565)

Settings
Email

Home Back

Simple Mail Transfer Protocol (SMTP)

SMTP Server
 Port Number
☒ Use SSL

SMTP Default Login Information

Email Address
 Password
☒ Keep Password

Message Settings

Subject
 Message Body
 Max Attachment Size (MB)
☒ Auto Reduce Attachment Size

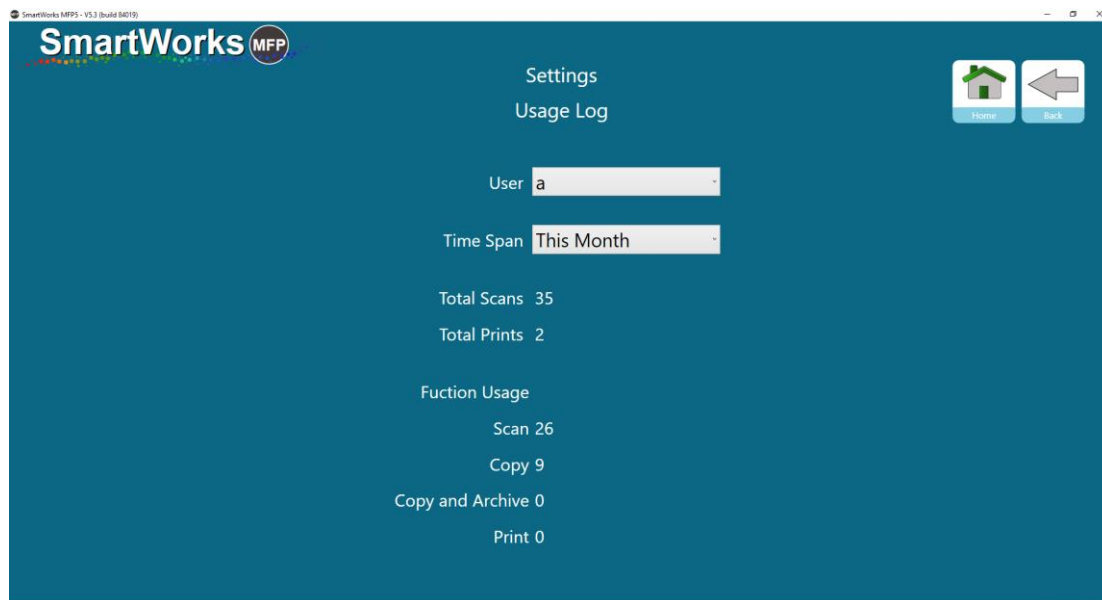
Use Default Email Address for Users

☒ Set for all Users ☐ Set for all PowerUsers

OK Cancel

Usage Logs

It is possible to display the usage of the system per user by week, month, year or custom time span.



SmartWorks MFP5 - V5.3 (build 94019)

Settings
Usage Log

Home Back

User

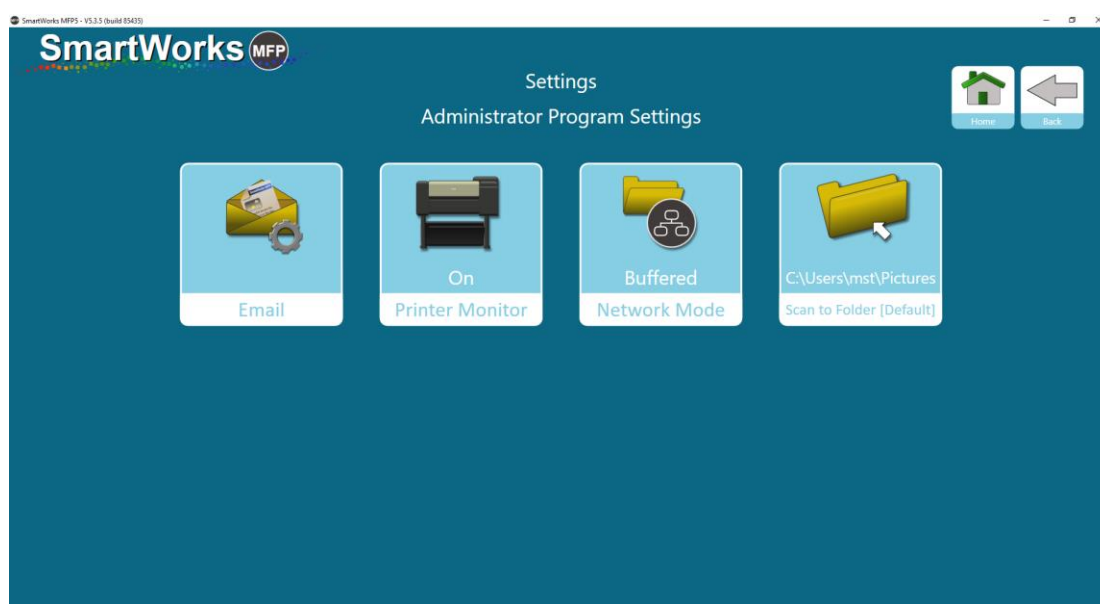
Time Span

Total Scans 35
 Total Prints 2

Fuction Usage

Scan 26
 Copy 9
 Copy and Archive 0
 Print 0

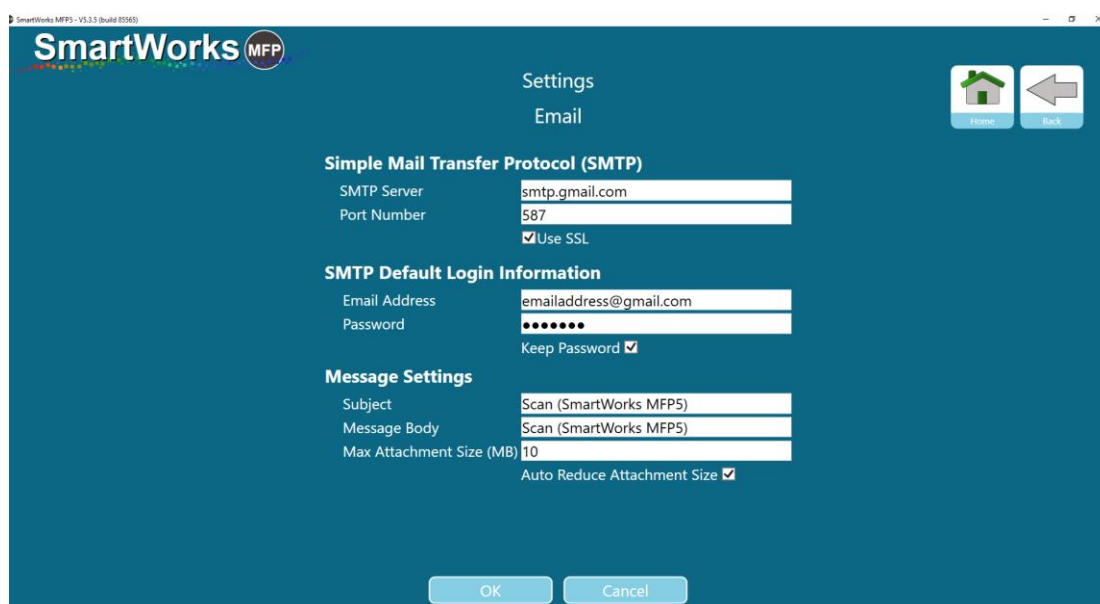
Administrator Program Settings



Email

SmartWorks MFP does not use a local email client, but makes use of a remote email service. Enter the SMTP server and Port number of the email server you wish to use. (E.g. request a new email address from your local network administrator and request that SmartWorks MFP is allowed access to the SMTP server). If the Email settings are incorrect, or SmartWorks is blocked on the email server, an email failure error message will be displayed.

Note: Email services may require the settings to be changed to allow SmartWorks to access the email server. E.g. Turn on “Less Secure Apps” and disable “2-Step Verification”.



Enter the email address and password. If the Keep Password is not ticked, you will be prompted to enter the password each time you Scan to Email.

Max Attachment Size: If possible, the software can automatically reduce the file size of the email attachment to below a defined size (Default = 10MB).

This feature supports TIFF, PDF & JPG only.

It does not support MPDF or DWF. (These file types are attached with no file size reduction. If the file exceeds the max attachment size, a warning message is shown).

The size of the file stored on disk is unchanged.

Printer Monitor

By default SmartWorks MFP software will regularly communicate with the printer to retrieve the status. If the network prevents such regular activity, set the Printer Monitor to Off.

Printer Monitor = Off: The software only communicates with the printer for status at Program start, Green button press or pressing the Update button. It means the printer status on the front screen is not the live status.

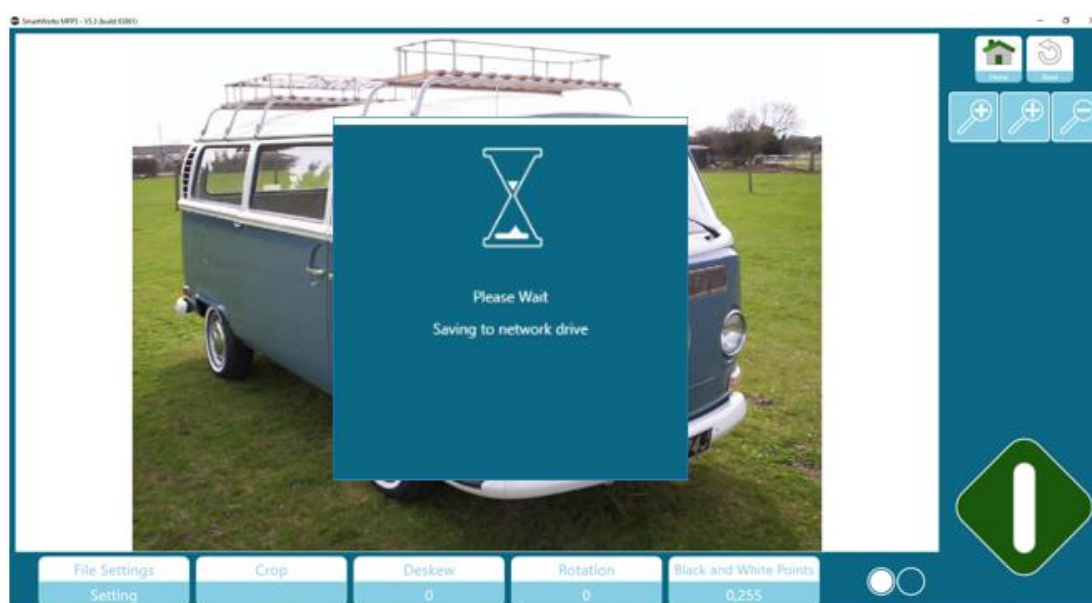


Network Mode

SmartWorks MFP software saves scan data to the defined scan folder. If that folder is located on another networked PC then the time taken to save the scan data is dependent on the size of the file, the speed and available bandwidth of the network.

Network mode = Buffered (Default)

The software checks the location of the scan folder, and if it is located on a network drive, the scan data is buffered on the SmartWorks MFP PC. On completion of the scan, and any preview editing, the software will then transfer the complete scan file across the network to the remote PC displaying a "Please Wait" message. This means the software is not busy waiting for the network drive during the actual scan and preview editing operations.



Network Mode = Direct

The software writes directly to the defined folder without checking its location. This can reduce the overall time, but can also result in the software appearing unresponsive while waiting for data to transfer during the operation.

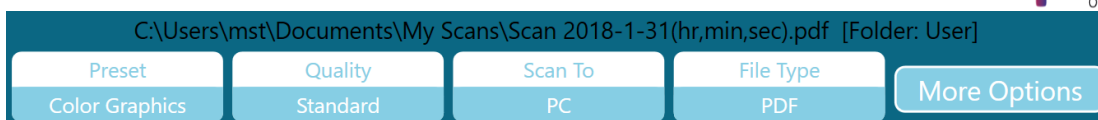
Scan to Folder

This defines the Default Scan Folder.

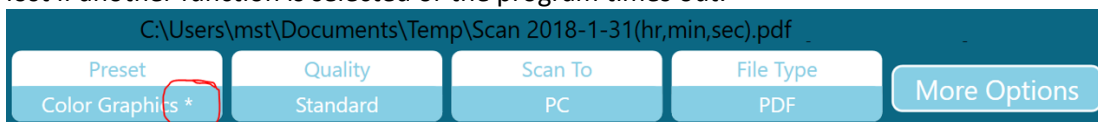
The scan folder used is defined by the following priority list, with highest priority first. (This information is visible on the home screen).

1. If Users Accounts are enabled:

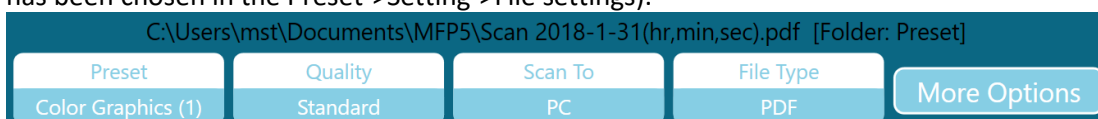
A "User" can select his own Scan folder.



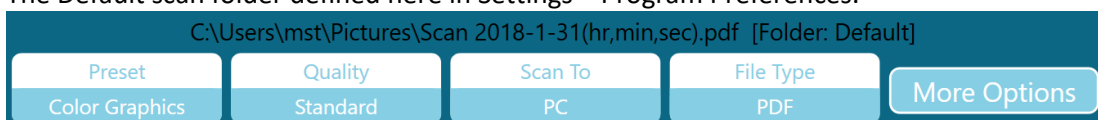
The Admin or Power User can choose another folder for the Preset in use on a temporary basis. This is indicated by the “*” after the Preset name “Color Graphics*”. Temporary changes are lost if another function is selected or the program times out.



2. If the Preset created by the Admin or Power User has a defined scan folder (I.E. The Scan folder has been chosen in the Preset->Setting->File settings).



3. The Default scan folder defined here in Settings – Program Preferences.



4. If the assigned scan folder is not available at the time of scan, the software will automatically use the current user’s Pictures folder on the local PC.

Scanner Maintenance

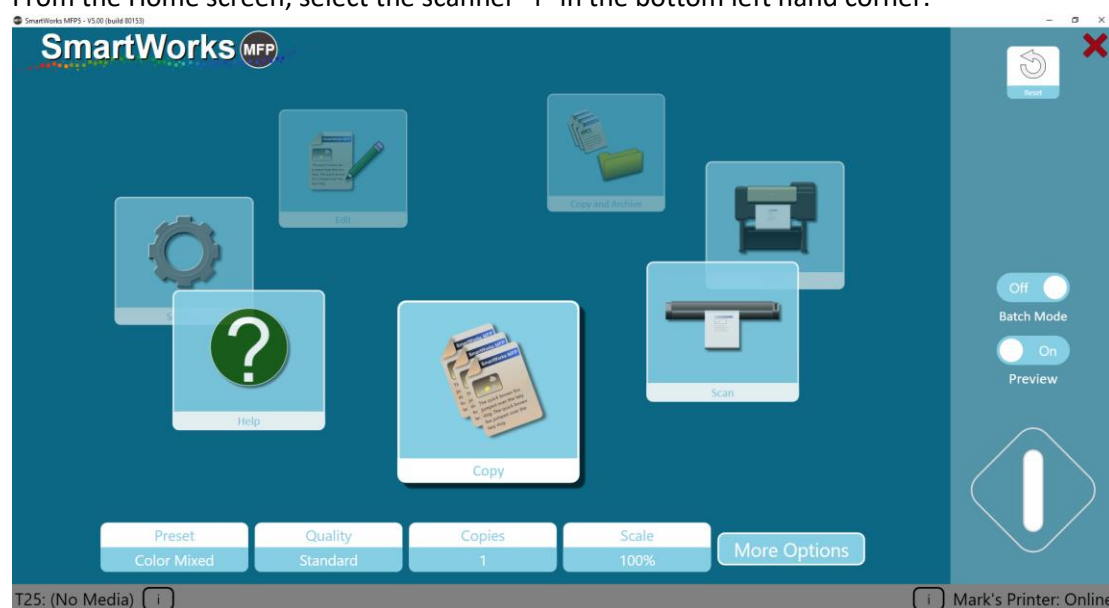
Calibrate the scanner

Ensure the scanner is cleaned before the Calibration is performed. Calibrating a dirty scanner can introduce more problems.

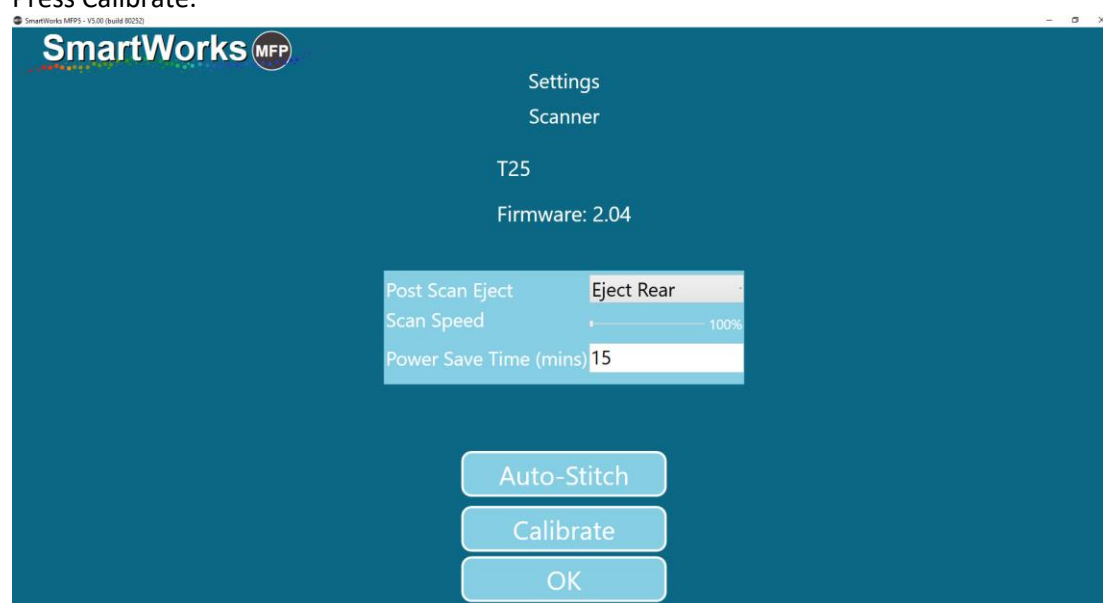
Remove the Document Return Guides.



From the Home screen, select the scanner “i” in the bottom left hand corner.



Press Calibrate.



Insert the calibration target into the scanner black end first face up. Press OK.



The calibration target will feed back & forth.



Wait a few minutes until the process is complete. When complete the software will automatically return to the Home page.

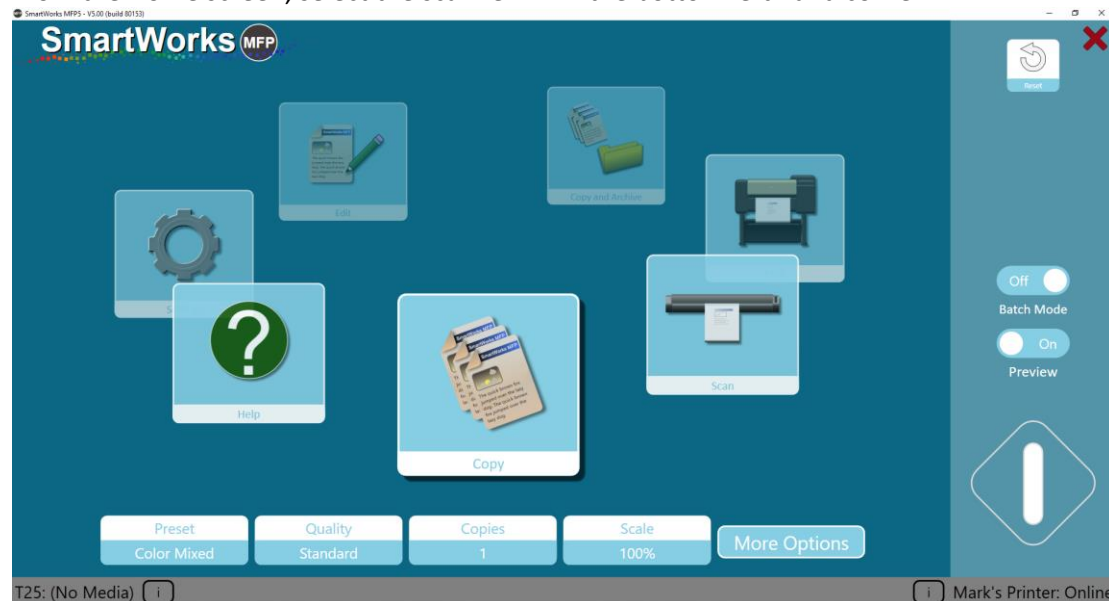
Press rewind on the scanner to eject the target. Replace the calibration target in its packaging and keep in a safe place where it will not be damaged or bent until required again.

Auto-Stitch the scanner

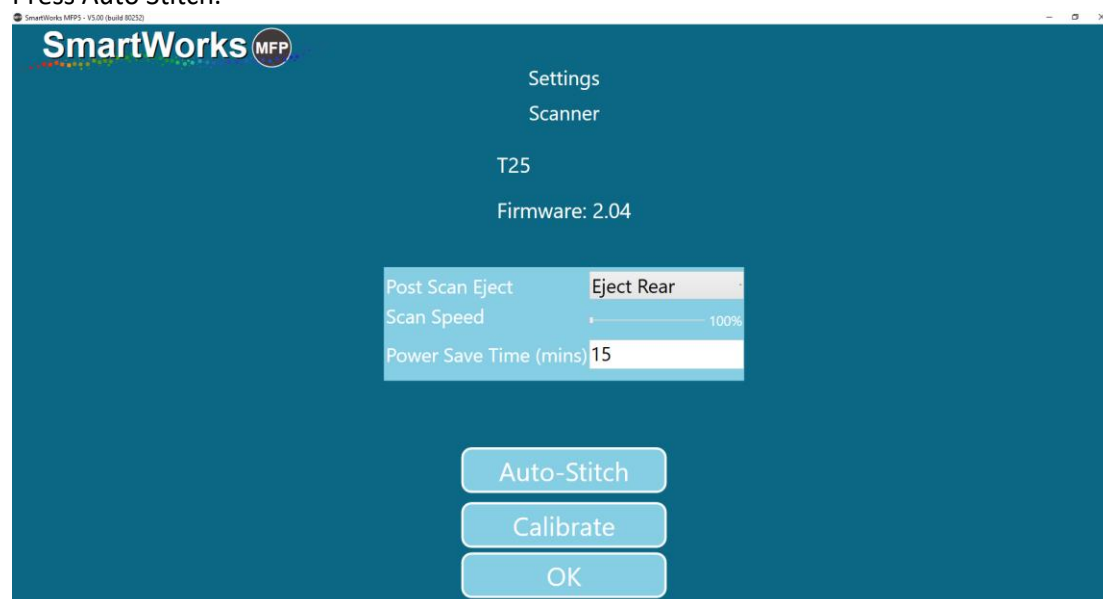
Ensure the scanner is cleaned and calibrated before the Auto-stitch is performed.
Remove the Document Return Guides.



From the Home screen, select the scanner “i” in the bottom left hand corner.



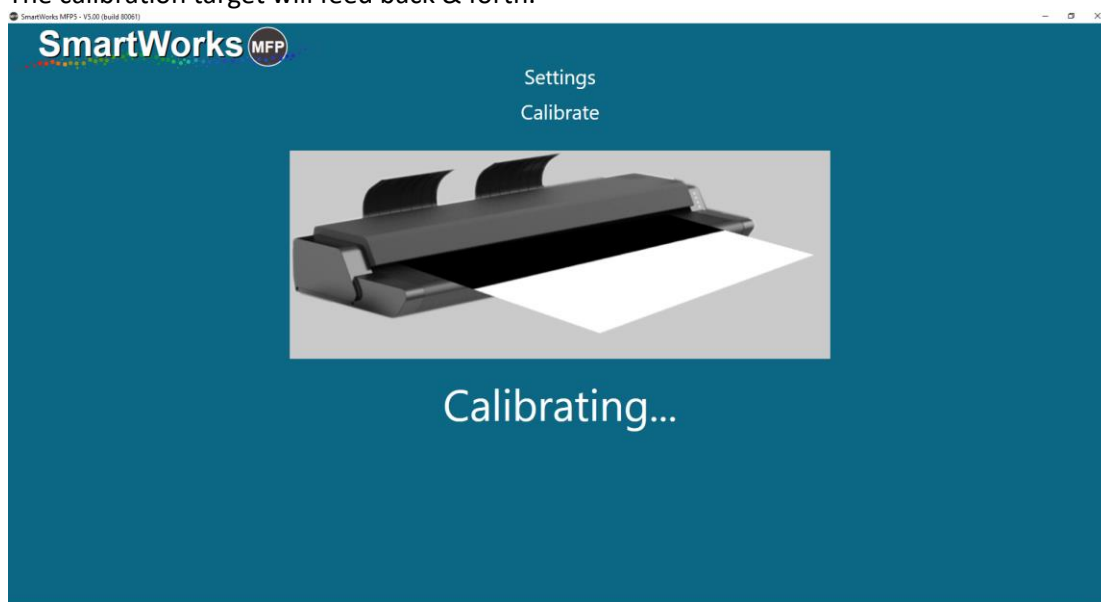
Press Auto Stitch.



Insert the calibration target into the scanner black end first face up. Press OK.



The calibration target will feed back & forth.



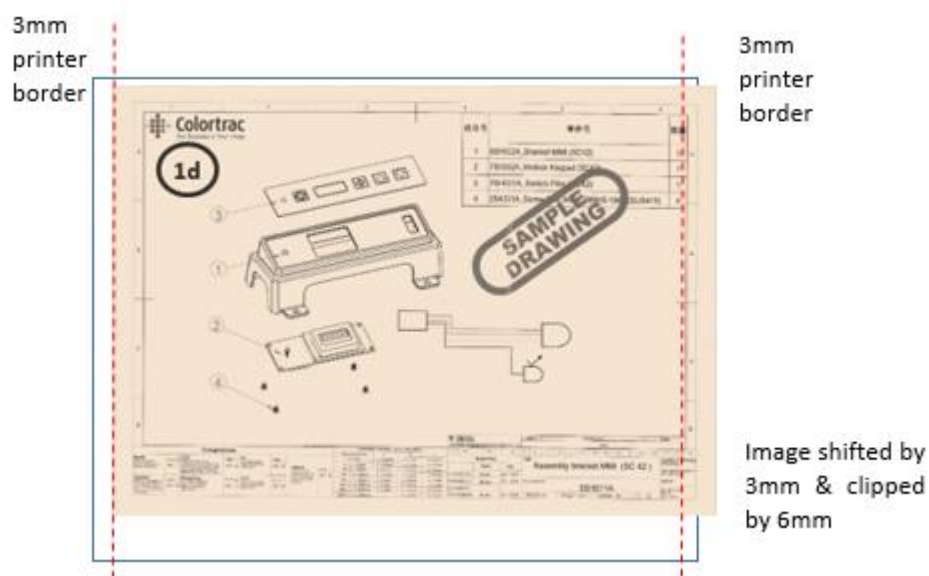
Wait a few minutes until the process is complete. When complete the software will automatically return to the Home page.

Press rewind on the scanner to eject the target. Replace the calibration target in its packaging and keep in a safe place where it will not be damaged or bent until required again.

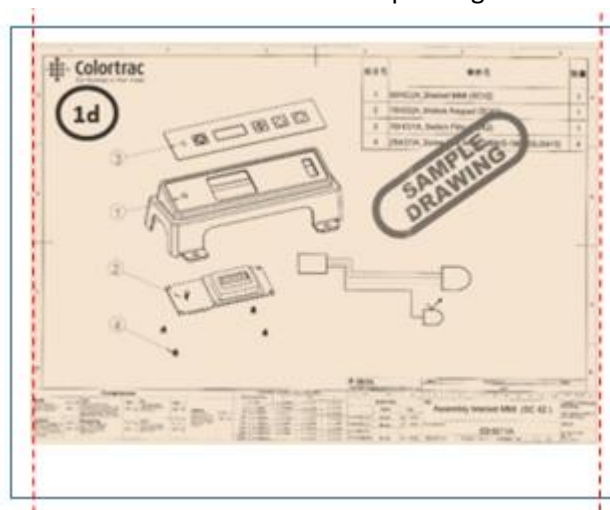
Application notes

Eliminating clipped copies

- If you scan a 594mm original as fixed size A1, then the image is 594mm wide.
- The printer has a 3mm margin either side that it cannot print within. That means on a 594mm roll, only 588mm can be printed on. Therefore, copying a 594mm original scan onto the 588mm printable width of the paper will mean the image is shifted 3mm to the side and 6mm (2 x 3mm) is clipped from the far side.



- Enabling the Auto Crop feature means the original image is printed correctly by cropping a 3mm border from all around the scan before printing.

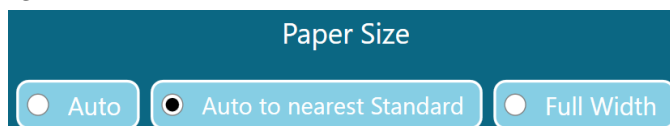


Document size and orientation options:

Several features change the size & orientation of a Scan or Copy:

- Printer Auto Roll Select (for printers with more than 1 roll):
 - The printer will always switch to the optimum paper roll.

- Paper size



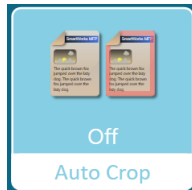
- Auto size: The scanner detects the width and length of the document. The scanner detects the width by sensing the two edges when the paper feeds into the scanner, but there is always some variability, especially with a skewed document. A document measured larger than it actually is, even by just one pixel, may not print out on the desired paper roll on the printer, but on a wider roll if available.
- Auto to nearest Standard: The scanner detects the width and length of the document, but will adjust the scan width to the nearest ISO, ANSI or ARCH standard. The original document can be loaded anywhere in the scanner, as long as the central paper sensor is covered, and the scan will be a fixed size. This removes the risk of oversize measurements with Auto size.
- Full Width: The scanner detects the edges of the paper as it is fed into the scanner, but if the paper is the as wide as the scanner or is transparent, there is a possibility the scanner cannot detect the edges correctly. In such cases, use this option to scan the full width of the scanner (25" or 36") and use the Crop function in Preview as necessary.

- Scale



- Print Auto Scale to Roll: The scanned image will be enlarged or reduced in size to fit the full printable width of the paper loaded in the printer.
- %: The image is enlarged or reduced in size to the percentage chosen.
- ISO / ANSI / ARCH: Chose the input size and output size and SmartWorks MFP software will calculate the percentage scale factor required.

- Auto crop



- Removes a 3mm border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.
- See [Eliminating clipped copies](#)

- Print Auto Rotate



- Rotates the image if it can fit the paper size on printer.

Troubleshooting

Operation errors

Scan to USB does not work

- Ensure the USB memory stick has been formatted and has enough free space for the scan. A lower Scan Quality mode require less space.

No Copy output

- The printer must be on-line and ready to print.

Document stops and starts during the scanning process

- The scanner is going too fast for the amount of data and processing required. This may be see with wider documents in higher quality modes with data processing such as Sharpening enabled. This is not necessarily a problem, but if preferred, the scan speed can be slowed down to provide a smoother scan process. See [Scanner info and settings](#)

Network errors

SmartWorks MFP has problem communicating with the printer.

- By default SmartWorks MFP software will regularly communicate with the printer to retrieve the status. If the network prevents such regular activity, set the Printer Monitor to Off. See [Program Preferences](#).
 - Printer Monitor = Off: The software only communicates with the printer for status at Program start, Green button press or pressing the Update button. It means the printer status on the front screen is not the live status.

SmartWorks MFP appears unresponsive.

- SmartWorks MFP software saves scan data to the defined scan folder. If that folder is located on another networked PC then the time taken to save the scan data is dependent on the size of the file, the speed and available bandwidth of the network.
 - Set Network mode = Buffered. This will separate the scanning and preview edit operations from the network data transfer. See [Program Preferences](#).
- Saving scan files take a long time. Smaller scan files will save quicker. Reducing the size of the scan file can be done in several ways (File sizes are approximate):
 - Reducing the Quality mode (dpi).
(E.g. A1 color TIFF file = 800MB at 600dpi, 400MB at 200dpi or 100MB at 200dpi)
 - Choosing JPG or PDF file format instead of TIFF.
(E.g. A0 color = 800MB at 600dpi TIFF, or 12MB at 600dpi JPG/PDF.
 - Increasing the file compression of the JPG or PDF file format.
(E.g. A0 color JPG 600dpi = 12MB at 50% compression or 8mb at 20% compression).

Specifications

Software	SmartWorks MFP V5
OS for software	Win 8/10 (64 bit)
AIO PC (Not available in all regions)	15.6" AIO PC, Windows 10 Enterprise LTSB CPU: Intel Celeron G3900TE 2.3GHz RAM: 4GB DDR4 HDD: SATA 500GB Display: Multi touch 15.6", 1366 x 768 3 x USB3 & 1 x USB2, 1 x Gb Ethernet (rear) Power button and 1 x USB3 (Front)
Touch Monitor – (Not in all regions) Requires locally provided PC.	Resolution: 1366 x 768 Capacitive multi touch screen VGA, HDMI
Max scan length	8m (JPEG/PDF), 15.2m (TIFF)

Maximum scan length varies by file type and scan resolution.

Maximum Scan Length (Inches)								
DPI	100	200	300	400	600	800	1000*	1200*
JPEG	315	315	200	162	96	60	36	24
TIFF	600	600	395	200	96	60	36	24

Maximum Scan Length (Meters)								
DPI	100	200	300	400	600	800	1000*	1200*
JPEG	8.00	8.00	5.08	4.11	2.44	1.52	914	0.61
TIFF	15.24	15.24	10.03	5.08	2.44	1.52	914	0.61

* If Fixed size = A0, ANSI E/E+ or ARCH E/E1 and DPI >800 dpi, then DPI will be auto set to 800dpi.

Maximum Copy length varies with scan resolution and is the same as a TIFF file type.

Maximum Copy & Archive length varies with scan resolution and is the same as the file type in use.

Note: Specifications are correct at the time of writing and are subject to change without notice.

Glossary of Terms

AIO	All-In-One PC. The PC is contained in the monitor.
ANSI	America National Standards Institute. Standard paper sizes definition.
ARCH	Architectural paper sizes. Standard paper sizes definition.
Auto-Stitch	Adjusts the electronic alignment of each segments of the scan sensor for both front to back and left to right alignment to avoid “stitch errors” at each intersection.
Black Point.	Increase to darken the shadow areas of the image. Makes the blacks blacker.
Calibration	Adjusts the optical sensitivity of each pixel in the sensor to give the correct levels of black and white.
DHCP	Dynamic Host Configuration Protocol automatically provides a network device with its IP address.
DPI	Dots per Inch. The number of scan/print pixels per linear inch.
DWF	Design Web Format is a secure file formats developed by Autodesk to publish & share design data.
IP Address	Internet Protocol Address. Each device on a network has a different numerical label to identify it.
ISO	International Organization for Standardization. Standard paper sizes definition.
JPEG	Joint Photographic Experts Group file format is a commonly used method of lossy compression (data is thrown away to provide smaller files) for digital images.
LED illumination	Light Emitting Diode. Long lasting, efficient, bright light source.
LCD display	Liquide Crystal Display. User Interface screen.
MFP	Multi-Functional Printer/Product/Peripheral.
Multi Page PDF	Several scan images are saved on separate pages in a single PDF file.
PDF	Portable Document Format standard defined by ISO, which is independent of hardware or software. Scan images are usually embedded as JPEG files.
PDF/A	PDF for Archive. An ISO standard specialized for use in the archiving and long-term preservation of electronic documents.
Static IP Address	A fixed Internet Protocol Address assigned at the device that cannot be changed by DHCP.
Subnet Mask	It divides the IP address into network address and host address. Without the subnet mask, the IP address is meaningless.
TIFF	Tagged Image File Format. The scan image is saved a loss-less, uncompressed file format. Results in larger file sizes, but no lost data.
USB	Universal Serial Bus. Memory sticks plug into devices using the USB port.
UI	User Interface.
White Point.	Increase to clean up a dirty background. Makes the whites whiter.