

Scan Kiosk II

Version 3.1.1

User's Guide



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Contents

Preface	ual 5 ual 5 ual 6 mal 6 7 7 7 7 8 8 9 10 10 11 10 15 rs Using the Virtual Keyboard 15 rs Using a USB Keyboard 15 rs Using a USB Keyboard 18 Kiosk II 19 I Address 22 Server 30 Folder 38 mory 46 rver 54 62
How to Use This Manual	5
Symbols Used in This Manual	
Buttons Used in This Manual	
Displays Used in This Manual	6
Hyperlinks	
Legal Notices	7
Trademarks	7
Copyright	7
Disclaimers	7
Important Safety Instructions	8
Installation Location	
Handling	10
Chapter 1 Introduction	11
•	
Chapter 2 Using Scan Kiosk II	19
2.1 Logging On	19
2.5 Scanning to USB Memory	46
2.6 Scanning to a Fax Server	54
2.7 Scanning to a Printer	62
2.8 Scanning to OneDrive	71
2.8.1 Connecting to your OneDrive Account	
2.8.2 Scanning to your OneDrive Account	
2.9 Scanning to SharePoint	
2.9.1 Connecting to your SharePoint Account	
2.9.2 Scanning to your SharePoint Account	
2.10 Specifying the Scan and Send Settings	
2.11 Specifying the Batch Separation Settings	146

Chapt	er 3 Configuring User Settings	153	
3.1	Configuring the User Administration Settings	153	
3.2	Configuring the Job Button Settings	180	
3.2.	1 Creating a New Job Button and Specifying the Job Button Settings	180	
3.2.2	2 Modifying the Job Button Settings	195	
3.2.3	3 Copying a Job Button	199	
3.2.4	5 -		
3.2.	5 Exporting a Job Button	210	
3.2.6	6 Importing a Job Button	218	
3.3	Configuring the Address Book Settings	227	
3.3.	1 Creating a New Address	227	
3.3.2	2 Modifying an Address	254	
3.3.3	17 0		
3.3.4	5		
3.3.	5 Exporting an Address	271	
3.3.6	- 1 5		
3.4	Showing the Operation History	285	
3.5	3.5 Displaying the Version Information		
3.6	3.6 Logging Off		
3.7	3.7 Powering OFF the Device		

Preface

Thank you for purchasing Scan Kiosk II V3.1.1. Please read this manual thoroughly before using the product. This is to familiarize you with the application's capabilities, and make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

This manual assumes that the reader has a good understanding of Canon's DR G-Series scanners and how to use a tablet PC.

This manual instructs the user on how to use Scan Kiosk II V3.1.1. This manual does not provide instructions on how to specify Windows settings on the tablet, or how to configure Scan Kiosk II. For instructions on configuring Scan Kiosk II, see the "Scan Kiosk II Setup and Administrator's Guide."

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

▲ WARNING Indicates a warning for operations that may lead to death or injury to people

if not performed correctly. To use the tablet PC safely, always pay attention

to these warnings.

▲ CAUTION Indicates a caution for operations that may lead to an injury if not performed

correctly. To use the tablet PC safely, always pay attention to these cautions.

IMPORTANT Indicates operational requirements and restrictions. Be sure to read these

items carefully to operate the machine correctly, and avoid damaging the

machine.

NOTE Indicates a clarification of an operation, or contains additional explanations

for a procedure. Reading these notes is highly recommended.

Buttons Used in This Manual

The following button names are a few examples of how buttons to be pressed are represented in this manual:

Tablet PC [Button Name]
Example: Press [OK]

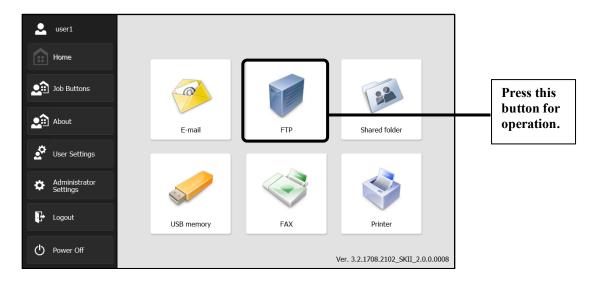
Displays Used in This Manual

The keys/buttons that you should press are marked with a circle, as shown below.

When multiple keys and buttons can be pressed, all keys and buttons are marked.

Example:

1. Press [FTP].



Hyperlinks

When this manual is in its native PDF form, the blue underlined text represents a hyperlink to the corresponding sections of this manual or to external Web sites.

For example: See Chapter 1, "Introduction," on p. 11.

Likewise, all entries in the Table of Contents are hyperlinks.

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Important Safety Instructions

To ensure the safe operation of this product, be sure to read the safety warnings and precautions described below.

Installation Location

Make sure that the location where the tablet PC is installed meets the criteria described below.

- Provide adequate space around the product for the proper operation, maintenance, and ventilation.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier.
- Avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid locations that are subject to vibration.
- Avoid exposing the product to rapid changes in temperature. If the room in which the product is installed is cold, but rapidly heated, water droplets (condensation) may form inside the product.
- Avoid locations near equipment that generate a magnetic field, such as speakers, televisions, or radios.

Power

- Connect the power plug to a power outlet of the rated voltage and power supply frequency (either 120 V, 60 Hz or 220-240 V, 50/60 Hz, depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the product is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the tablet PC.
- Never try to disassemble the AC adapter or modify it in any way, as this is extremely dangerous.
- The power cord and AC adapter may become damaged if they are often stepped on, or if heavy objects are placed on them. Continued use of a damaged power cord and AC adapter can lead to an accident, such as a fire or electrical shock.
- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power plug clear of objects, so that the power cord can be disconnected easily in an emergency.
- Use only the AC adapter provided with this product. Also, do not use the AC adapter provided with any other electrical devices.

Handling

Follow these precautions whenever you use the product. Failure to do so, may result in a fire or electric shock.

▲ WARNING

- Never use alcohol, benzene, paint thinner aerosol sprays, or any other highly flammable substance near the product.
- Do not cut, damage, or modify the power cord or AC adapter. Do not place heavy objects on the power cord or AC adapter, and do not pull or excessively bend the power cord.
- The supplied power cord set is intended for use with this product only. Do not use it with other electronic equipment. In addition, do not use power cord sets other than the one supplied with this product.
- Never connect the power cord when your hands are wet.
- Do not connect the product to a multi-plug power strip.
- Do not knot or coil the power cord. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Never try to take the product apart or modify it in any way.
- Never try to take the AC adapter apart or modify it in any way.
- When cleaning the product, turn the power OFF and disconnect the power cord from the power outlet.
- Do not allow water or flammable substances (alcohol, paint thinner, or benzene) to spill on the product.
- Do not use the product with a power supply voltage other than 120V/220V to 240V AC.

A CAUTION

- Do not install the product on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the product to fall, and result in personal injury or damage to the product.
- Do not drop the product or subject it to impact or strong shock. Should the product ever become damaged, immediately turn the power OFF, and disconnect the power plug from the power outlet.
- Do not place objects on top of the product, as they may tip over and fall, resulting in personal injury.
- Turn OFF the power for safety when not using the product for a long period of time, such as overnight. Also, turn OFF the power, and disconnect the AC adapter from the product and disconnect the power cord from the power outlet for safety when the product will not be used for an extended period of time, such as during consecutive holidays.

Chapter 1 Introduction

This chapter provides an overview of the Scan Kiosk II solution, the parts and functions of the product, how to enter characters on the pop-up virtual keyboard, and an overview of the User settings.

1.1 Overview

Scan Kiosk II consists of a desktop Windows tablet PC and stand, support for a specific series of DR scanners, the Flatbed Scanner Unit 201, and optional USB keyboard.

Scan Kiosk II provides a Web-based scanning framework and scanning Web service that enables users of select imageFORMULA scanners to scan to one of multiple locations, including a shared folder, e-mail account (if configured), fax, FTP server, printer, and USB memory.

1.2 Parts and Their Functions

This section describes the tablet PC's parts and their functions, and the Home screen.

Front and Side Views



① Power Button:

Press to turn the tablet PC ON.

2 Indicator Lights (From Left to Right):

Power Indicator: Lights green when the

power is ON.

Hard Disk Drive: Lights green when there is

HDD activity.

Network Indicator: Lights green to indicate a

network connection.

3 Tablet PC Stand:

Provides a stable platform to which the tablet PC must be attached.

PC must be attached.

④ Touch Panel Display:

Touch this screen to operate the Scan Kiosk II application.

Bottom View



Not used in this configuration.

2 Network Ports:

Connect an Ethernet cable to configure your network for the Scan Kiosk II solution.

③ USB 3.0 Ports:

Connect up to four USB peripherals, such as a USB keyboard, mouse, and USB memory.

④ Power and HDD Indicator Lights:

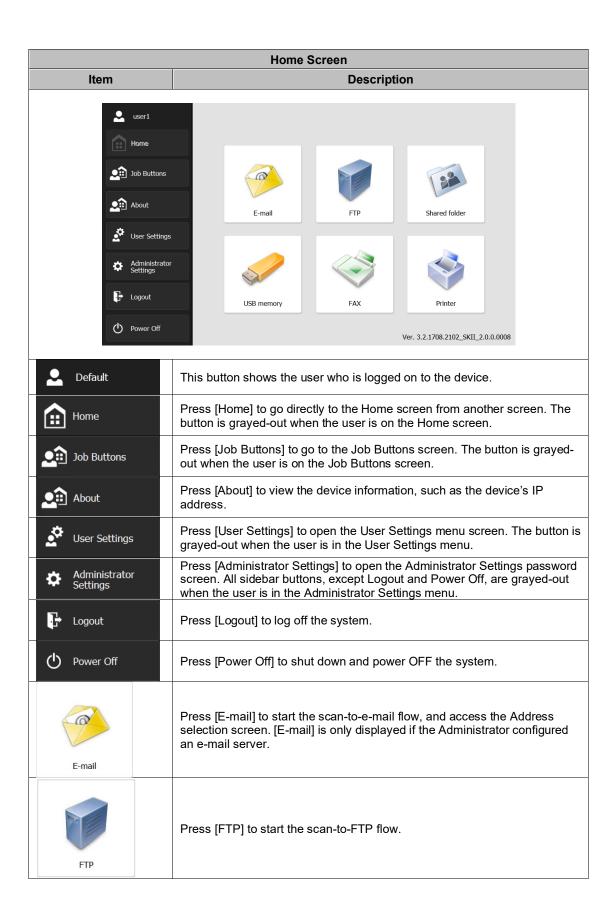
The Power indicator lights green when the power is ON. The HDD indicator lights yellow when there is HDD activity.

which there is fibb activity.

⑤ Power Connector:

Connect the supplied AC adapter plug.





Home Screen			
Item	Description		
Shared folder	Press [Shared folder] to start the scan-to-shared folder flow, and access the Address selection screen.		
USB memory	Press [USB memory] to start the scan-to-USB memory flow.		
FAX	Press [FAX] to start the scan-to-fax flow. [FAX] is only displayed if the Administrator configured a Fax server.		
Printer	Press [Printer] to start the scan-to-print flow.		
OneDrive	Press [OneDrive] to start the scan-to-OneDrive flow.		
SharePoint	Press [SharePoint] to start the scan-to-SharePoint flow.		

1.3 Entering Characters

This section describes how to enter characters using the pop-up virtual keyboard or optional USB keyboard that is attached to the Windows tablet PC.

1.3.1 Entering Characters Using the Virtual Keyboard

If you touch a text box and the pop-up virtual keyboard appears, enter characters using the keys displayed on the touch panel display.

O IMPORTANT

Certain keys on the keyboard, such as [CTRL] and [ALT] only work in the Maintenance (Windows Administrator) mode.

1. When the pop-up virtual keyboard appears, enter characters.





To enter uppercase letters, press [↑], [SHIFT], or [CAPS].

To enter a space, press the space bar.

To move the cursor, press [<] or [>].

To display the elongated (full) keyboard, press $[m] \rightarrow$ select the full-size keyboard layout.

To switch between letters, numbers and symbols, press [&123] \rightarrow enter the desired numbers or symbols. To scroll through the symbols press $[\@omega]$ [$\@omega]$]. To go to the next field on the screen, press [Tab].

To change the layout of the keyboard, press [
].

To fix the keyboard to the bottom of the screen, press []. To enable a floating keyboard, so that you can drag it anywhere on the screen), press [].



∅ NOTE

- If you make a mistake when entering characters, press [☒] (Backspace), or press [≺] or [>] to position the cursor → press [☒] (Backspace) to delete the characters.
- The maximum number of characters that you can enter vary, depending on the fields in which you are entering characters.
- The [ENTER] key () acts as if you pressed [OK] on the screen. It does not move you to the next line in a field.

2. When you have entered all characters, press $[\times]$ to close the keyboard.

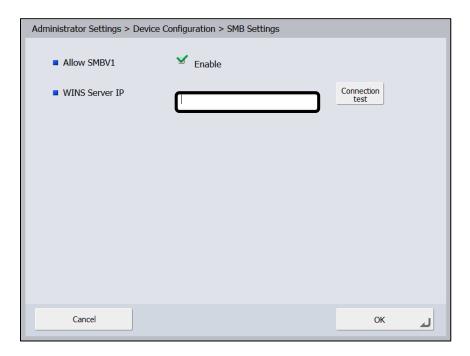


1.3.2 Entering Characters Using a USB Keyboard

If you connect a USB keyboard to the machine, you can enter characters using that keyboard.

1. Press the text boxes into which you want to enter characters \rightarrow make sure the cursor is focused in the text box \rightarrow enter characters.

If a virtual keyboard appears, press [X] to close the virtual keyboard.



O IMPORTANT

The ENTER key on the USB keyboard is only used to enter line breaks, and to log in on the Log In screen.

Chapter 2 Using Scan Kiosk II

This chapter describes how to use the Scan Kiosk II solution. It also shows how to log on to Scan Kiosk II (if configured), and how to use Job Buttons, scan to a shared folder, an e-mail address (if a mail server is configured), and to USB memory.

2.1 Logging On

If the Administrator configured an Authentication server and log-on credentials, you must log on to the device.

There are two log on screen types:

1. List Type: You must select your user name from a list of registered users.

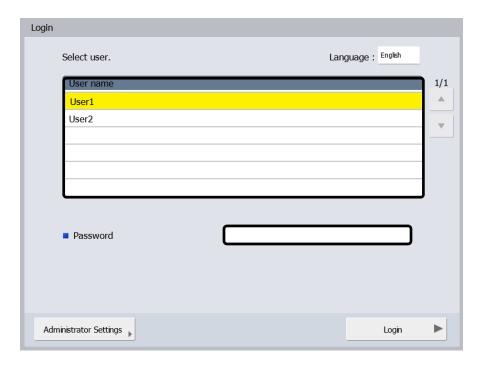
2. Key-in Type: You must enter your user name and password.

• IMPORTANT

The User Name and Password fields are case-sensitive.

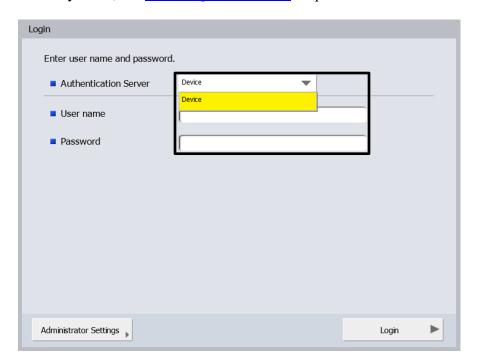
- 1. Log on to the device.
 - 1.1 If the Administrator configured the List Type Login screen, select your user name from the list → enter your password in the [Password] text box.

For instructions on entering characters from the pop-up virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



1.2 If the Administrator configured the Key In Type Login screen and an Authentication server, from the Authentication Server drop-down list, select the Authentication Server → enter your user name in the [User name] text box → enter your password in the [Password] text box.

For instructions on entering characters from the pop-up virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



2. Press [Login].

The Home screen appears.

• IMPORTANT

The Home Screen displays only those features and functions which have been enabled and configured by the Administrator. Cloud destinations (OneDrive and SharePoint) are available only to Scan Kiosk II local accounts created by the system administrator, and domain accounts when the system administrator has set up authentication servers. If you need to scan to a cloud account but do not have your own Scan Kiosk II account, contact your local administrator.

2.2 Scanning to an E-Mail Address

This section describes how to scan to an e-mail address.

O IMPORTANT

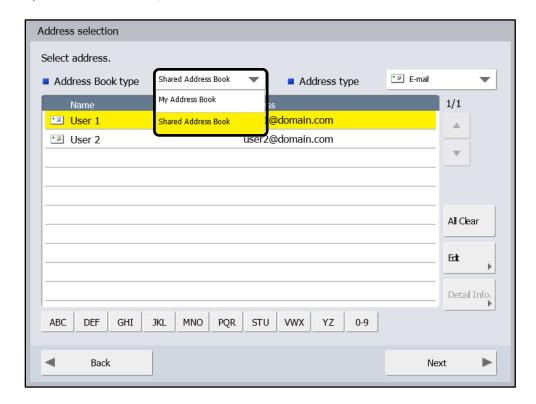
The Administrator must set up a mail server before you can send a scanned document to an e-mail address. The Home screen only shows [E-mail] if a mail server has been configured.

1. From the Scan Kiosk II Home screen, press [E-mail].



The Address selection screen appears.

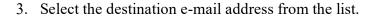
2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator).



[My Address Book]: Contains all of your registered destinations that are stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the Administrator, you can search the LDAP server for addresses.





To scroll through the list of e-mail addresses, press [▼] or [▲].

To filter the list by name or number, press [ABC | DEF | GHI | JKL | MNO | PQR | STU | WWX | YZ | 0-9].

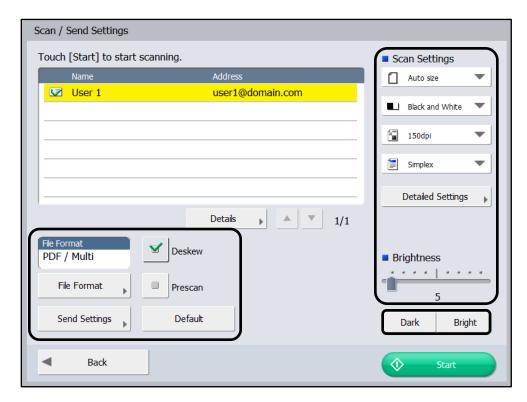
4. Press [Next].

If you do not want to scan and send your document to the selected address, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



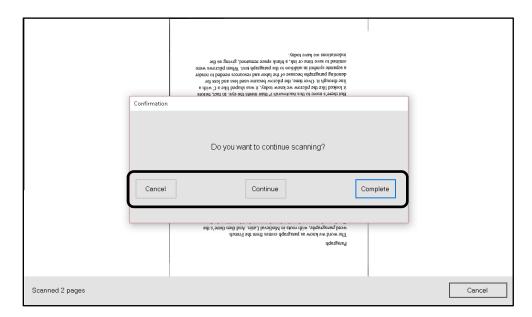
O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.

6. Press the desired action button.

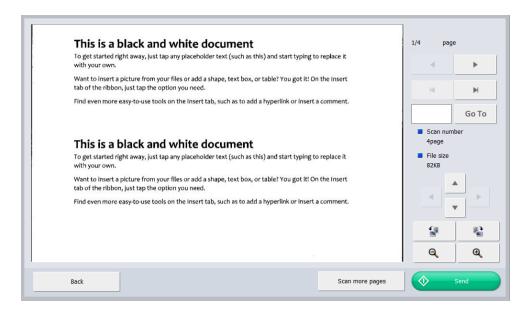


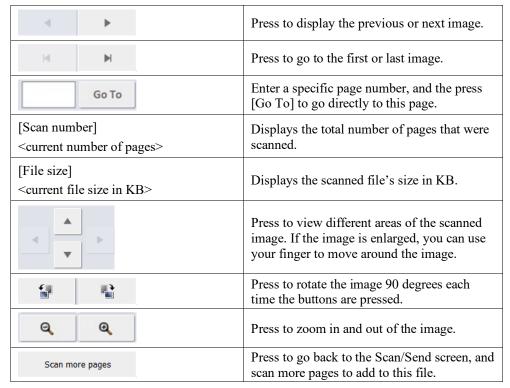
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



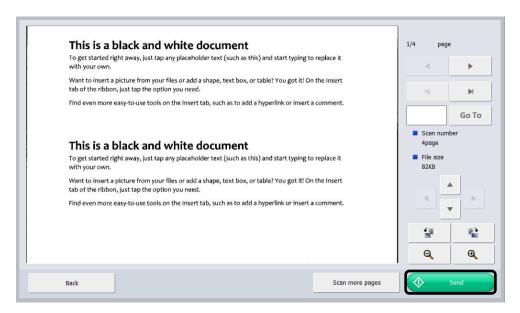


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the e-mail addresses to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

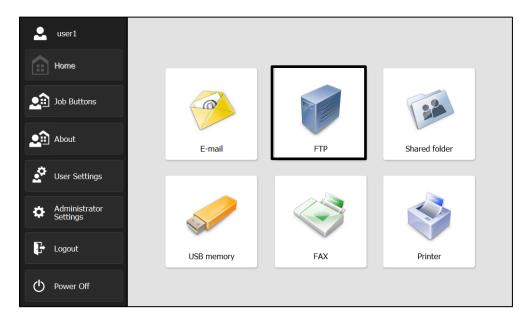
2.3 Scanning to an FTP Server

This section describes how to scan to an e-mail address.

O IMPORTANT

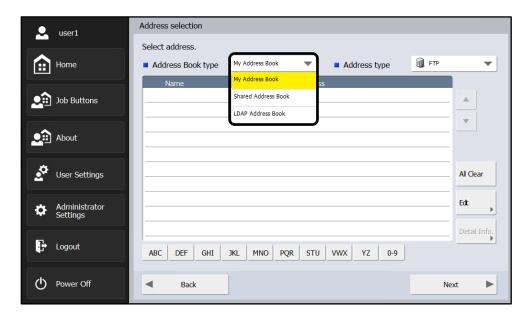
The Administrator must set up an FTP server before you can send a scanned document to it.

1. From the Scan Kiosk II Home screen, press [FTP].



The Address selection screen appears.

2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator).

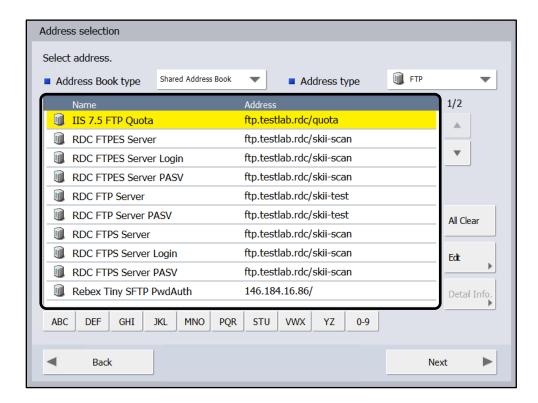


[My Address Book]: Contains all of your registered destinations that are stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the Administrator, you can search the LDAP server for addresses.

3. Select the desired FTP server from the list.



To scroll through the list of FTP servers, press $[\blacktriangledown]$ or $[\blacktriangle]$.

To filter the list by name or number, press [$ABC \mid DEF \mid GHI \mid JKL \mid MNO \mid PQR \mid STU \mid VWX \mid YZ \mid 0.9$].

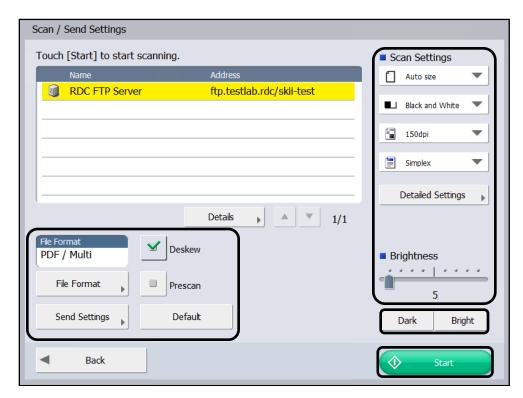
4. Press [Next].

If you do not want to scan and send your document to the selected FTP server, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



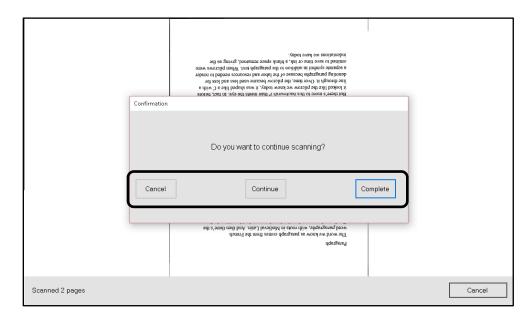
O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.

6. Press the desired action button.

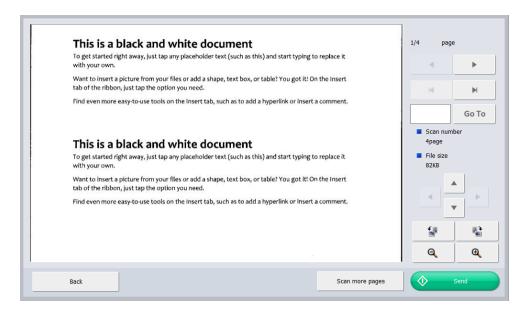


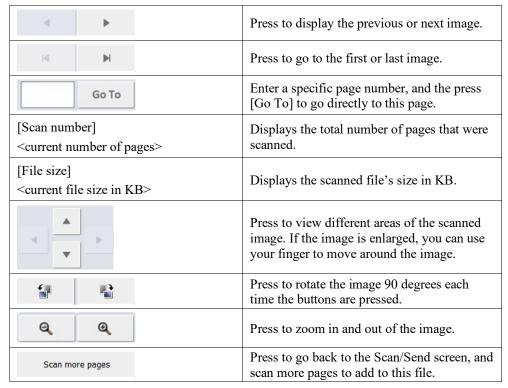
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



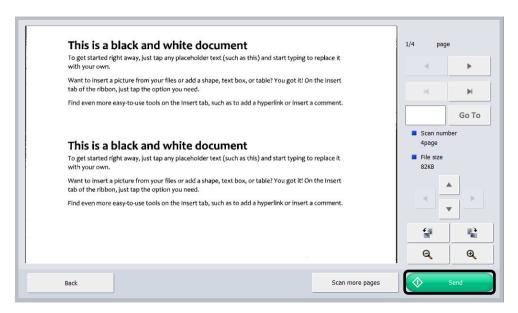


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the FTP server address to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

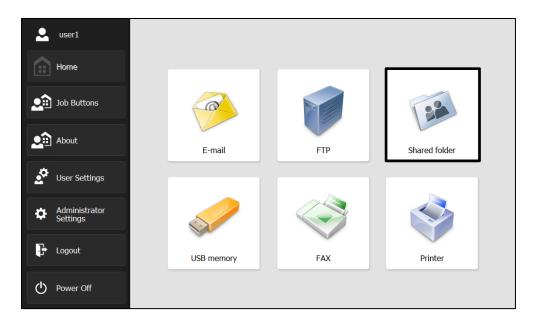
If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.4 Scanning to a Shared Folder

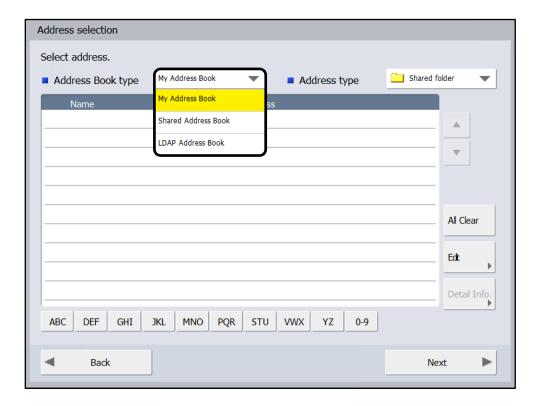
This section describes how to scan to a shared folder.

1. From the Scan Kiosk II Home screen, press [Shared folder].



The Address selection screen appears.

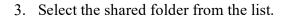
2. From the Address Book type drop-down list, select [My Address Book] or [Shared Address Book].

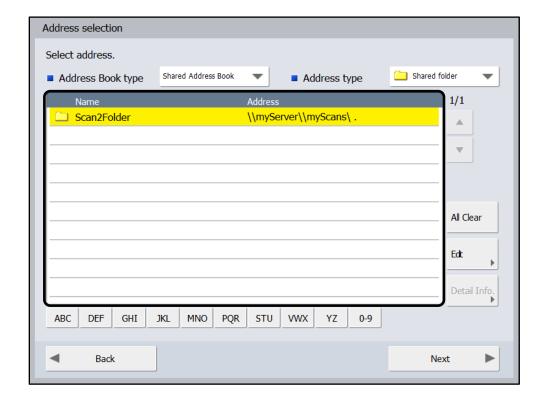


[My Address Book]: Contains all of your registered destinations that are stored on the device.

[Shared Address Book]: Contains all of the registered destinations that are stored in a shared folder on an Address Book Server.

[LDAP Address Book]: If an LDAP server is configured by the Administrator, you can search the LDAP server for shared folders.





To scroll through the list of folders, press $[\, \, \blacktriangledown \,]$ or $[\, \blacktriangle \,]$.

To filter the list by name or number, press [ABC | DEF | GHI | JKL | MNO | PQR | STU | WWX | YZ | 0-9].

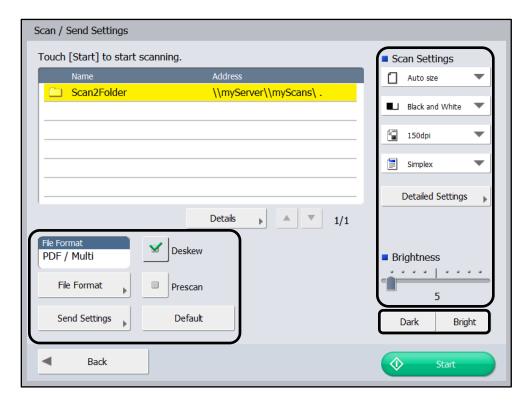
4. Press [Next].

If you do not want to scan and send your document to the selected folder, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



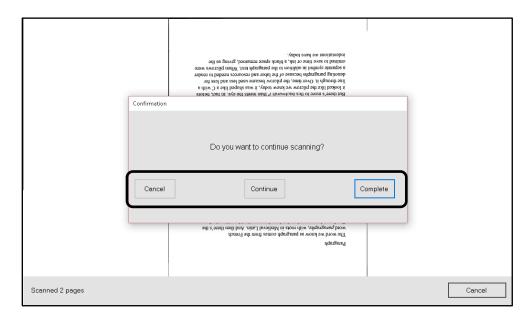
• IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.

6. Press the desired action button.

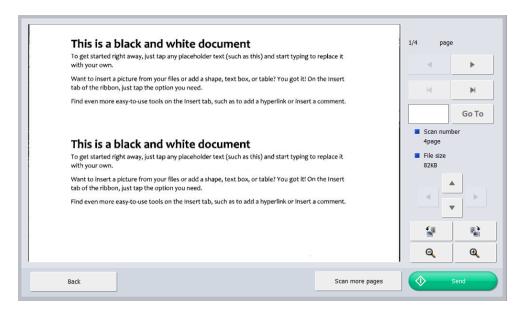


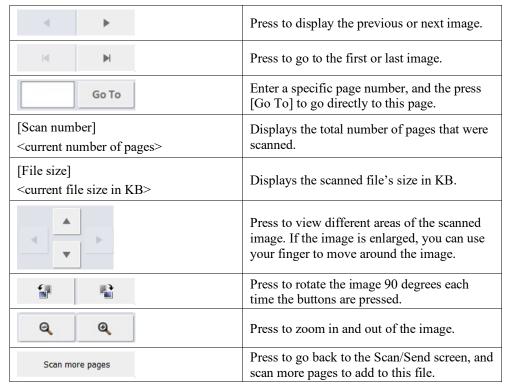
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



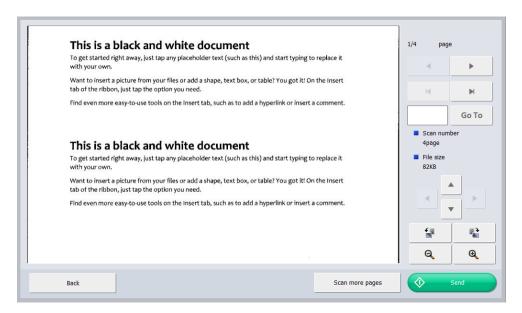


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the shared folders to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

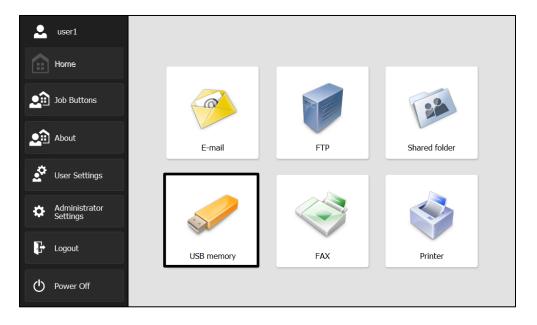
If an error message appears, press [OK], check the send destination, and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.5 Scanning to USB Memory

This section describes how to scan to a USB memory stick.

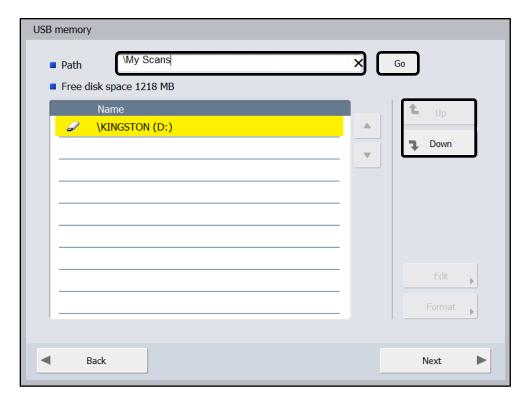
- 1. Place the document you want to scan into the scanner.
- 2. Insert your USB memory stick into one of the USB ports on the Scan Kiosk II tablet PC.
- 3. From the Scan Kiosk II Home screen, press [USB memory].



The USB Memory screen appears.

4. Enter the path of the folder directly in the [Path] text box \rightarrow press [Go].

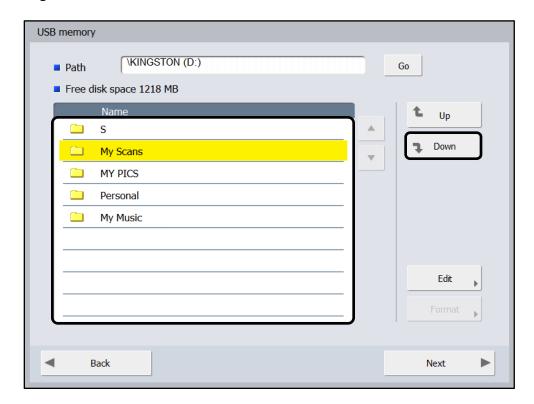
You can also press [Down] to go into the directory of folders on the USB memory stick that is displayed.



<Free disk space xx MB> shows how much space is left on your USB memory stick.

The folders on the USB memory stick appear in the list.

5. Select the folder into which you want to save the scanned images → press [Down] to go into the folder.



If you want to add new folders, change the folder name, or delete folders from your USB memory stick, press [Edit].

If you want to delete all files on your USB memory stick, press [Format].

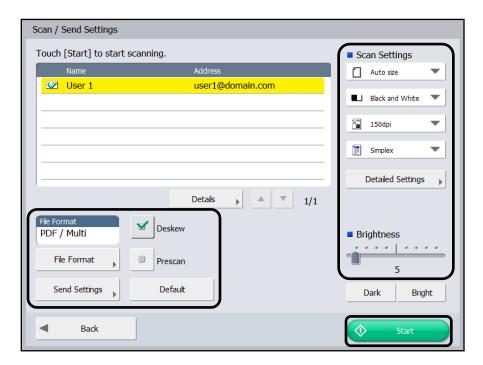
If you do not want to scan and send your document to the selected folder on the USB memory stick, press [Back].

6. Press [Next].

The Scan/Send Settings screen appears.

7. Specify the Scan and Send Settings → make sure the document you want to scan is in the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



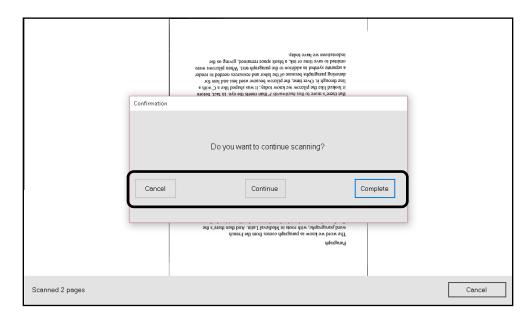
• IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 8, and the Address Confirmation screen in step 10.

Scanning starts.

A preview screen appears with a confirmation message.

8. Press the desired action button.

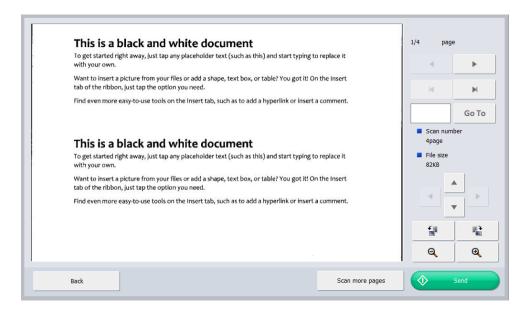


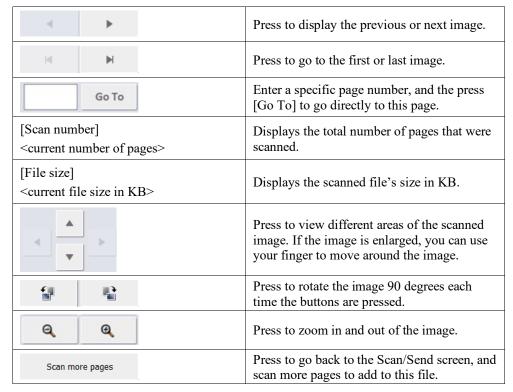
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send screen.

9. Preview and confirm the scanned images.



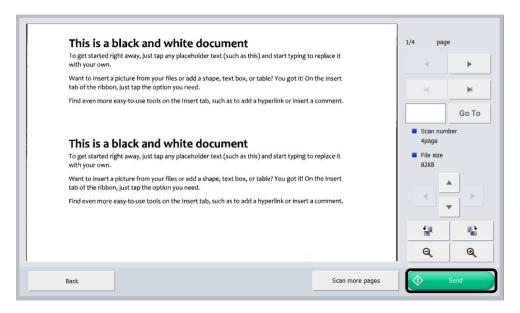


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

10. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

11. Confirm the destination to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the send destination, and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.6 Scanning to a Fax Server

This section describes how to scan to a fax server.

• IMPORTANT

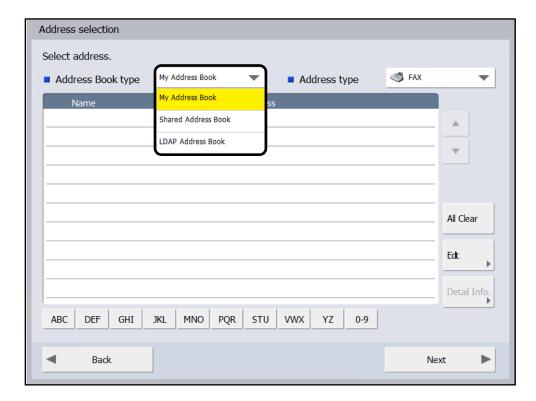
The Administrator must set up a fax server before you can send a scanned document to it. The Home screen only shows [FAX] if a fax server has been configured.

1. From the Scan Kiosk II Home screen, press [FAX].



The Address selection screen appears.

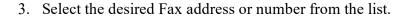
2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator).

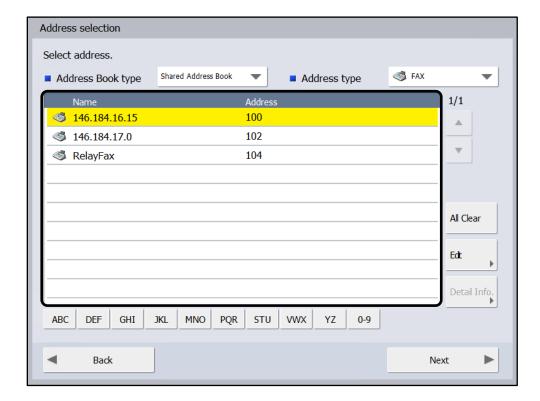


[My Address Book]: Contains all of your registered destinations that are stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the Administrator, you can search the LDAP server for addresses.





To scroll through the list of Fax addresses, press [▼] or [▲].

To filter the list by name or number, press [ABC | DEF | GHI | JKL | MNO | PQR | STU | WWX | YZ | 0-9].

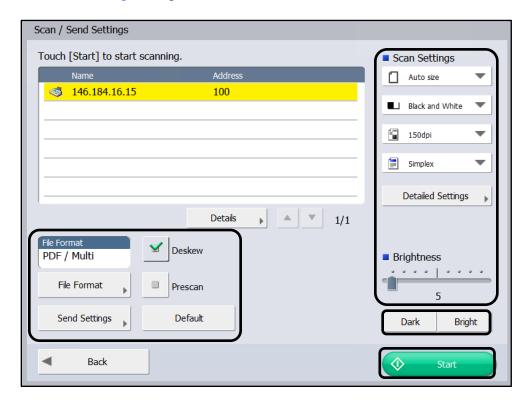
4. Press [Next].

If you do not want to scan and send your document to the selected fax address or number, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.

6. Press the desired action button.

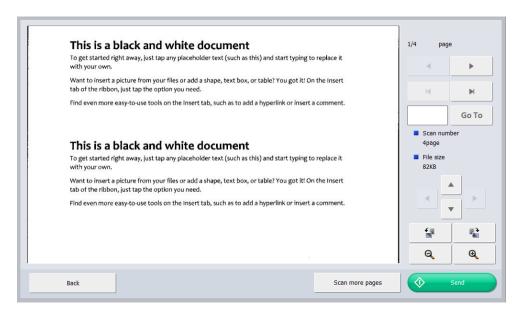


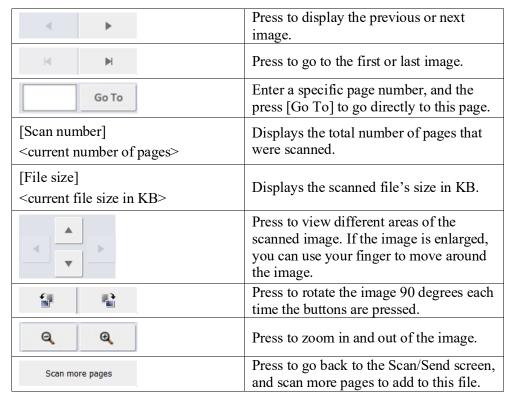
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



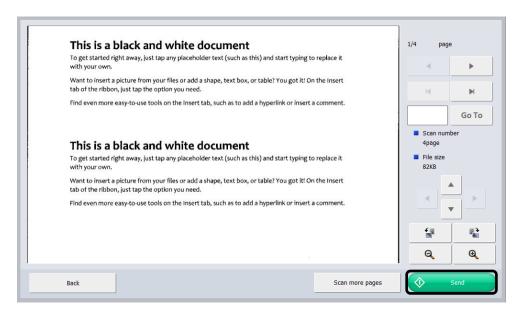


Press [Back] to return to the previous page.

• IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the fax address to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.7 Scanning to a Printer

This section describes how to scan to printer.

1. From the Scan Kiosk II Home screen, press [Printer].



The Print Settings screen appears.

2. Enter the IP address of the printer you want to use in the [Printer IP address] text box.



If you want to connect to the printer through a firewall, select the [Use passive mode] check box.

O IMPORTANT

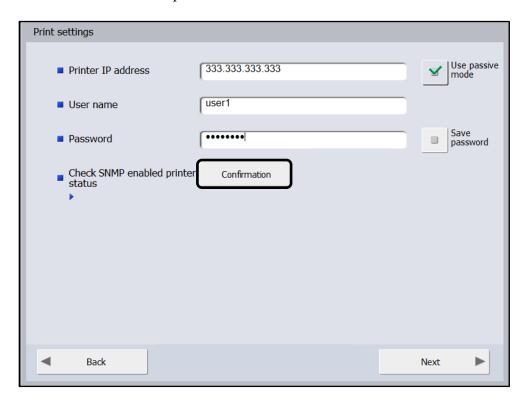
The destination printer must have the passive mode enabled, as well.

3. If the destination printer requires user credentials, enter your user name in the [User name] text box → enter your password in the [Password] text box.



If you want your credentials saved to the database, select the [Save password] check box.

4. If you want to check if the printer has SNMP enabled, press [Confirmation] next to <Check SNMP enabled printer status>.



The result is displayed under <Check SNMP enabled printer status>.

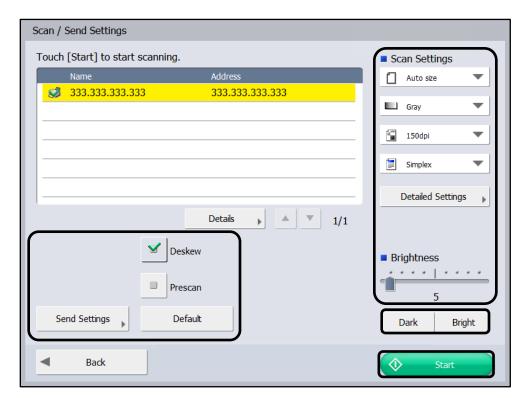
5. Press [Next].

If you do not want to scan and send your document to the selected printer, press [Back].

The Scan/Send Settings screen appears.

6. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



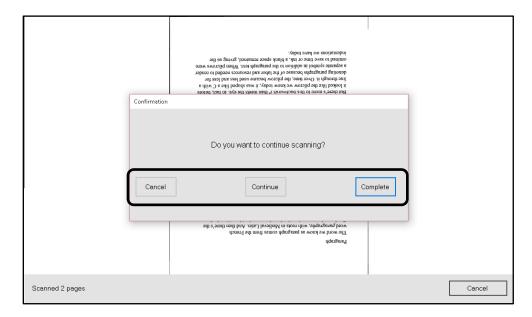
O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 7, and the Address Confirmation screen in step 10.

Scanning starts.

A preview screen appears with a confirmation message.

7. Press the desired action button.

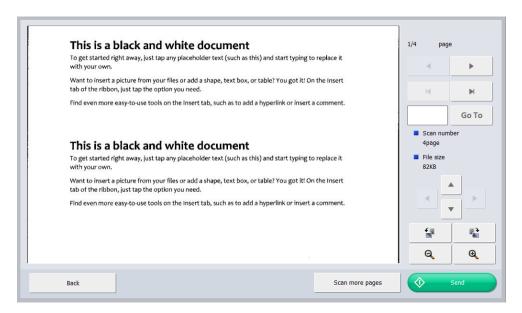


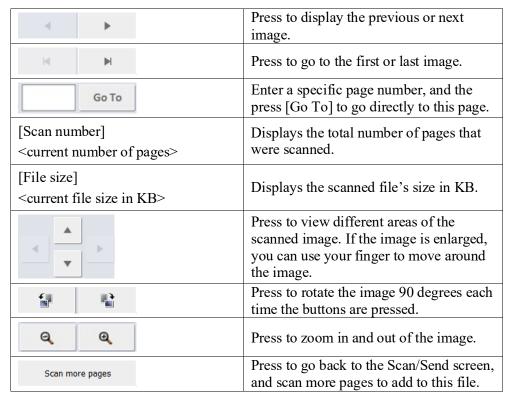
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

8. Preview and confirm the scanned images.



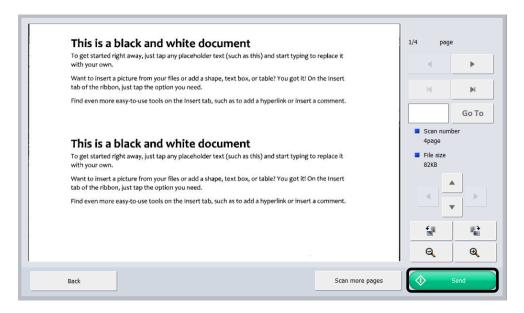


Press [Back] to return to the previous page.

• IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

9. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

10. Confirm the IP address of the printer to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.8 Scanning to OneDrive

This section describes how to scan to your OneDrive account.

The procedures below demonstrate what is required to scan to your OneDrive account. You must first associate your OneDrive credentials with your Scan Kiosk II account, then you will be able to scan directly to OneDrive.

O IMPORTANT

Scan to OneDrive is not available for the default user. It is available to Scan Kiosk II local accounts created by the system administrator, and domain accounts when the system administrator has set up authentication servers. If you need to scan to OneDrive but do not have your own Scan Kiosk II account, contact your local administrator.

O IMPORTANT

The administrator must enable cloud account access for local device users. Once enabled, Scan Kiosk II attempts to register itself with the imageFORMULA Cloud Platform during the next device reboot. If the device cannot successfully register, an error message displays and cloud account access is disabled.

O IMPORTANT

Scan Kiosk II does not support simultaneous scanning to multiple OneDrive accounts (e.g., work account and personal account). You can be logged into only one OneDrive account at a time. If you want to scan to multiple OneDrive accounts, you must scan a job, disconnect from the OneDrive account, re-connect to a new OneDrive account, and re-scan.

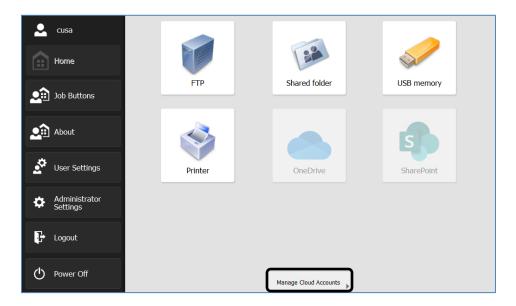
2.8.1 Connecting to your OneDrive Account

This section shows how to associate your OneDrive credentials with your Scan Kiosk II account.

1. Log on to Scan Kiosk II.

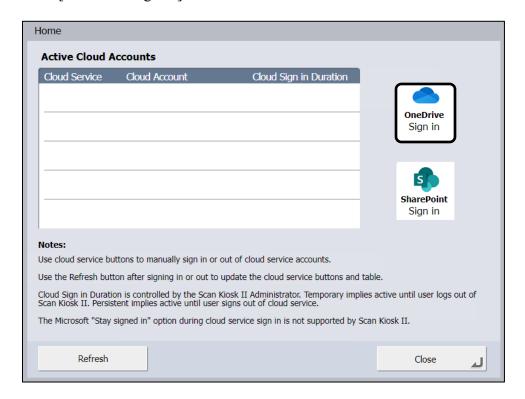
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [Manage Cloud Accounts].



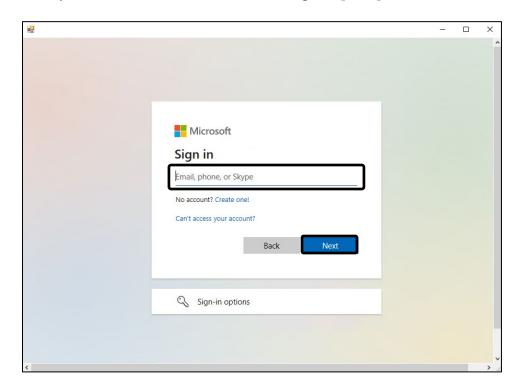
The Manage Cloud Account screen appears.

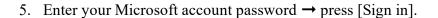
3. Press [OneDrive Sign In].

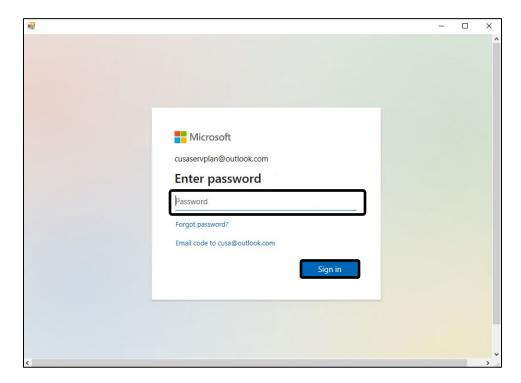


The Microsoft account sign in screen appears.

4. Enter your Microsoft account user name → press [Next].



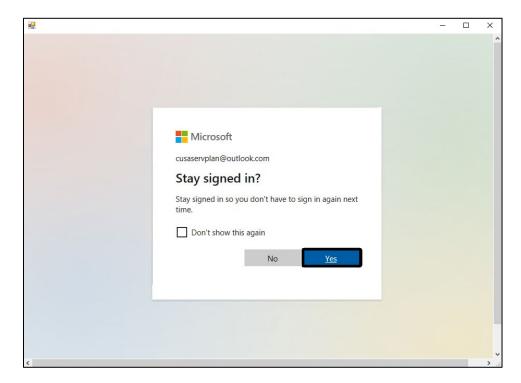




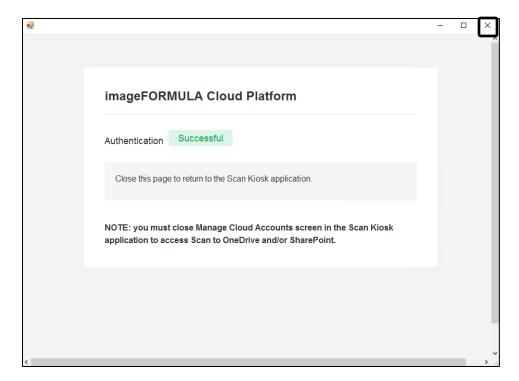
Ø NOTE

In some instances, it may be required to perform additional identity verification. You have to perform that verification on your mobile device with the Microsoft Authenticator application.

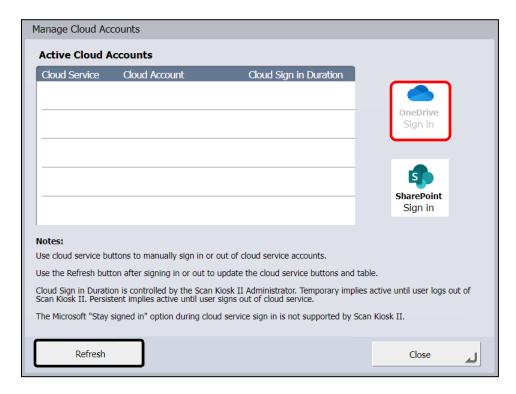
6. Press [Yes].



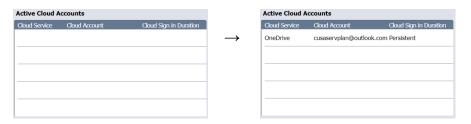
7. At the "Authentication Successful" screen, press [X] to close the window.



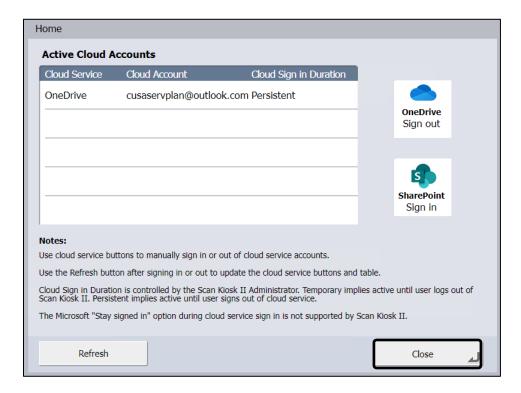
8. The [OneDrive Sign In] button turns grey. Press [Refresh] to verify that you connected to your cloud account.



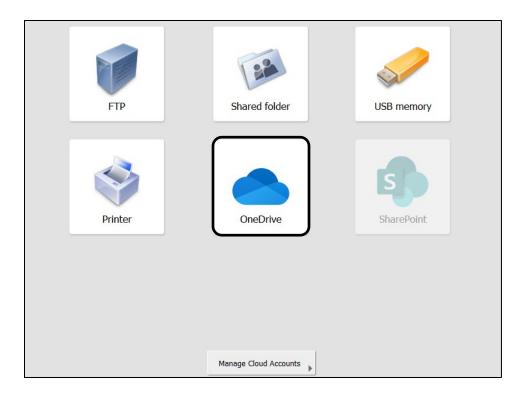
Your OneDrive account information appears in the Active Cloud Accounts list.



9. Press [Close] to return to the main screen.



The Scan to OneDrive icon is active and available.



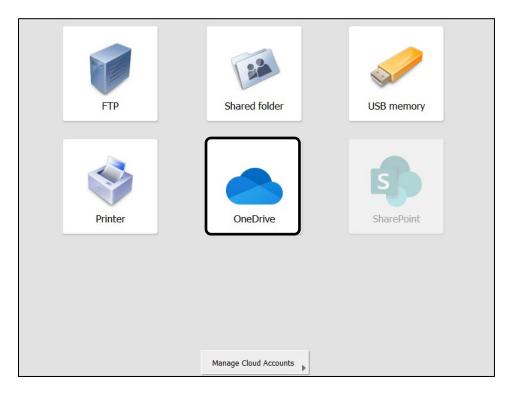
2.8.2 Scanning to your OneDrive Account

This section describes how to scan to a OneDrive account.

O IMPORTANT

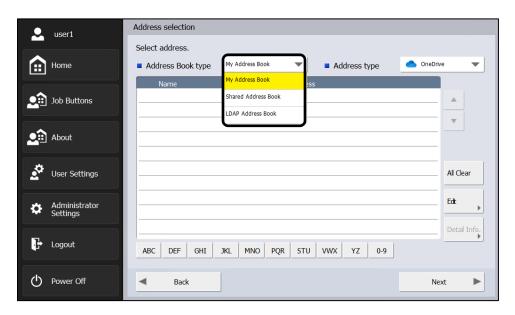
You must set up a OneDrive server before you can send a scanned document to it.

1. From the Scan Kiosk II Home screen, press [OneDrive].



The Address selection screen appears.

2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator). If there are no OneDrive destinations available, press [Back] to return to the main screen and create your desired destinations (see "Creating a New Address," on page 227).



[My Address Book]: Contains all of your registered destinations that are

stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that

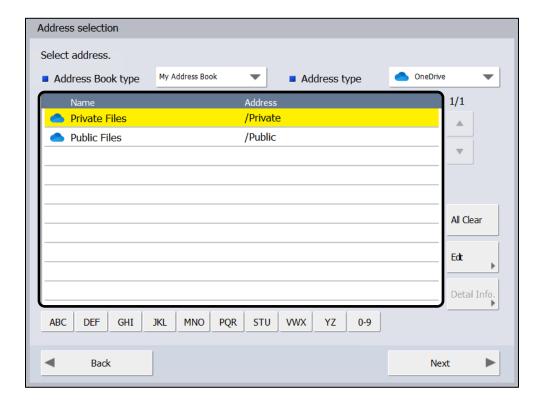
are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the

Administrator, you can search the LDAP server for

addresses.





To scroll through the list of OneDrive addresses, press [▼] or [▲].

To filter the list by name or number, press [$ABC \mid DEF \mid GHI \mid JKL \mid MNO \mid PQR \mid STU \mid VWX \mid YZ \mid 0.9$].

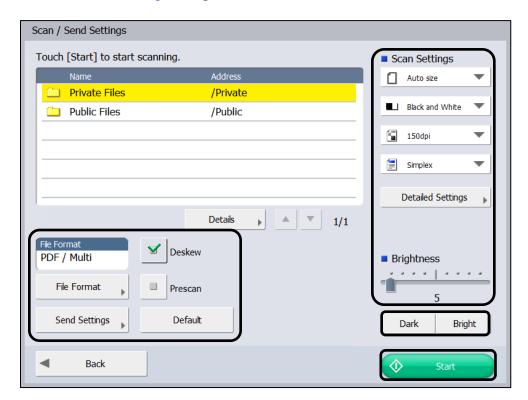
4. Press [Next].

If you do not want to scan and send your document to the selected OneDrive location, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.



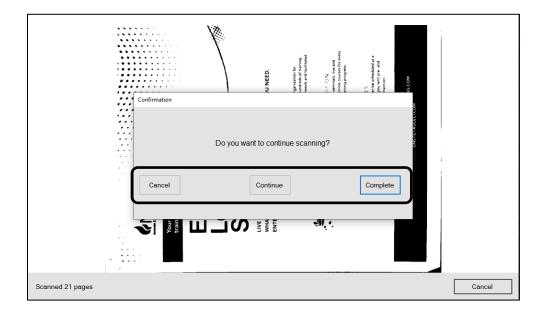
O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.

6. Press the desired action button.

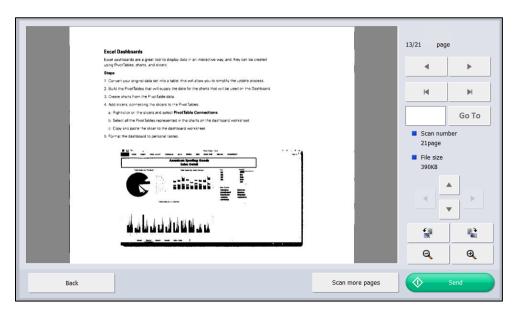


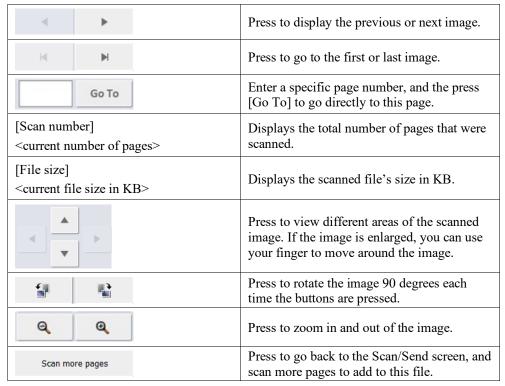
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



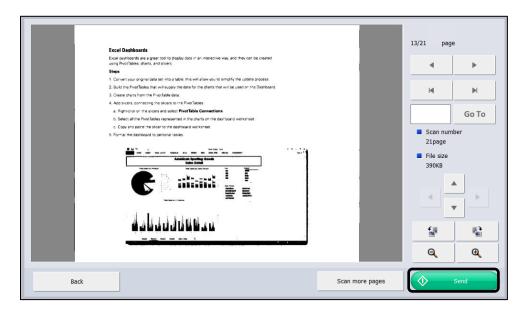


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].



The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the OneDrive address to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.9 Scanning to SharePoint

This section describes how to scan to your SharePoint account.

The procedures below demonstrate what is required to scan to your SharePoint account. You must first associate your SharePoint credentials with your Scan Kiosk II account, then you will be able to scan directly to SharePoint.

O IMPORTANT

Scan to SharePoint is not available for the default user. It is available to Scan Kiosk II local accounts created by the system administrator, and domain accounts when the system administrator has set up authentication servers. If you need to scan to SharePoint but do not have your own Scan Kiosk II account, contact your local administrator.

O IMPORTANT

The administrator must enable cloud account access for local device users. Once enabled, Scan Kiosk II attempts to register itself with the imageFORMULA Cloud Platform during the next device reboot. If the device cannot successfully register, an error message displays and cloud account access is disabled.

O IMPORTANT

Scan Kiosk II does not support simultaneous scanning to multiple SharePoint accounts (e.g., work account and personal account). You can be logged into only one SharePoint account at a time. If you want to scan to multiple SharePoint accounts, you must scan a job, disconnect from the SharePoint account, re-connect to a new SharePoint account, and re-scan.

2.9.1 Connecting to your SharePoint Account

This section shows how to associate your SharePoint credentials with your Scan Kiosk II account.

1. Log on to Scan Kiosk II.

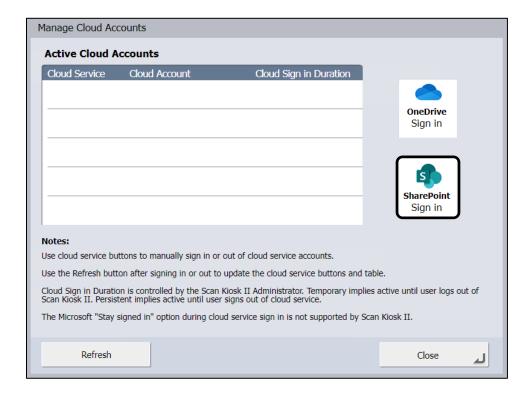
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [Manage Cloud Accounts].



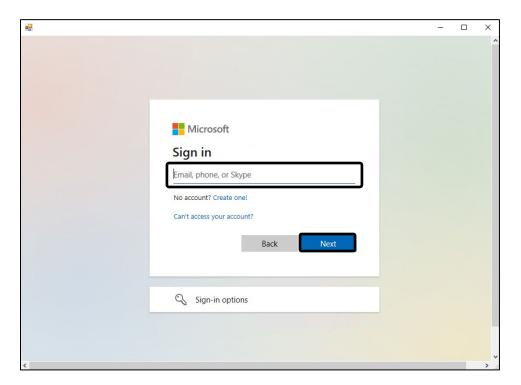
The Manage Cloud Account screen appears.

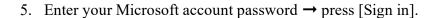
3. Press [SharePoint Sign In].

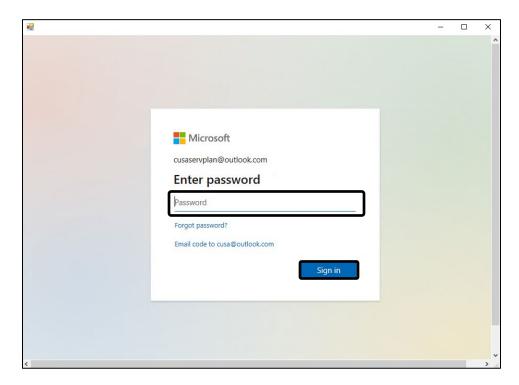


The Microsoft account sign in screen appears.

4. Enter your Microsoft account user name → press [Next].



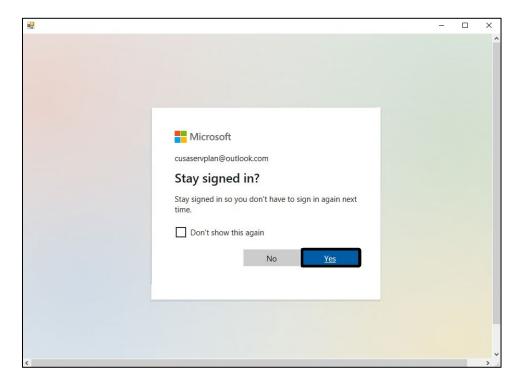




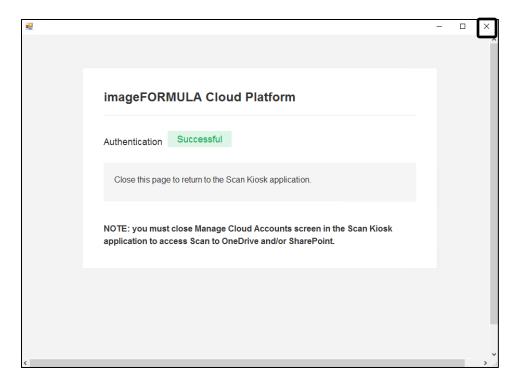
∅ NOTE

In some instances, it may be required to perform additional identity verification. You have to perform that verification on your mobile device with the Microsoft Authenticator application.

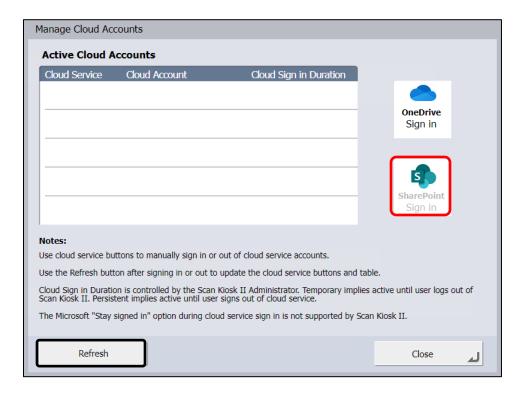
6. Press [Yes].



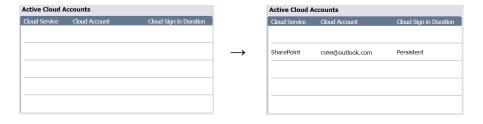
7. At the "Authentication Successful" screen, press [X] to close the window.



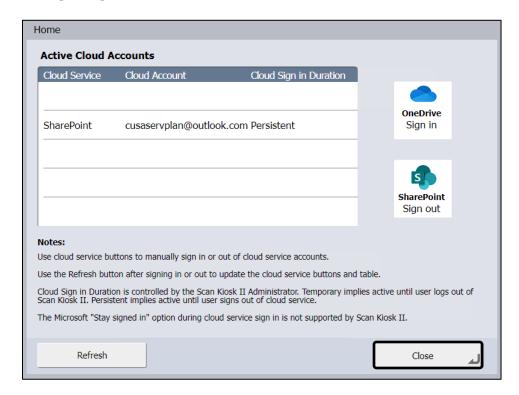
8. The [SharePoint Sign In] button turns grey. Press [Refresh] to verify that you connected to your cloud account.



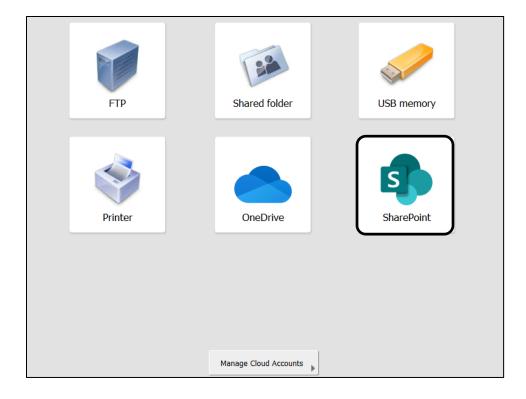
Your SharePoint account information appears in the Active Cloud Accounts list.



9. Press [Close] to return to the main screen.



The Scan to SharePoint icon is active and available.



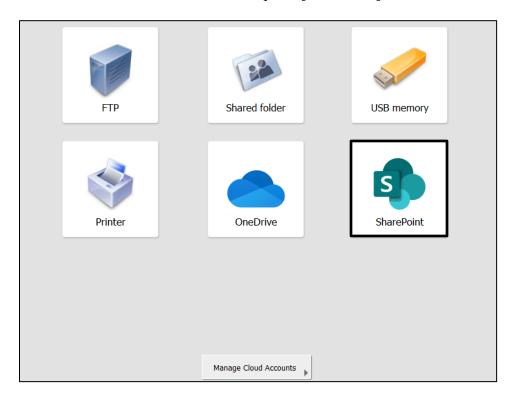
2.9.2 Scanning to your SharePoint Account

This section describes how to scan to a SharePoint account.

O IMPORTANT

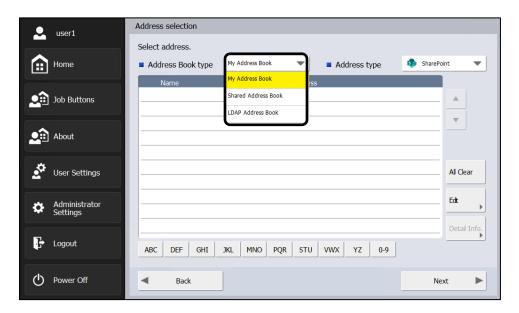
You must set up a SharePoint server before you can send a scanned document to it.

1. From the Scan Kiosk II Home screen, press [SharePoint].



The Address selection screen appears.

2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator). If there are no SharePoint destinations available, press [Back] to return to the main screen and create your desired destinations (see "Creating a New Address," on page 227).



[My Address Book]: Contains all of your registered destinations that are

stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that

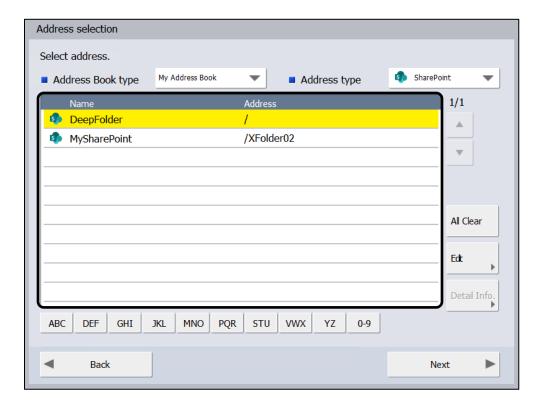
are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the

Administrator, you can search the LDAP server for

addresses.





To scroll through the list of SharePoint locations, press [▼] or [▲].

To filter the list by name or number, press [$ABC \mid DEF \mid GHI \mid JKL \mid MNO \mid PQR \mid STU \mid VWX \mid YZ \mid 0.9$].

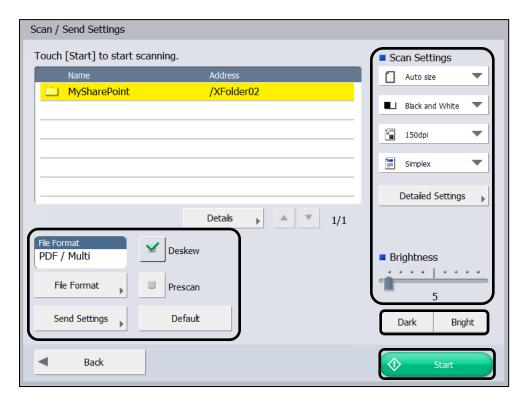
4. Press [Next].

If you do not want to scan and send your document to the selected SharePoint locations, press [Back].

The Scan/Send Settings screen appears.

5. Specify the Scan and Send Settings → place the document you want to scan into the scanner → press [Start].

For instructions on specifying the Scan and Send Settings, see <u>"Specifying the Scan and Send Settings,"</u> on p. 102.

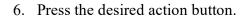


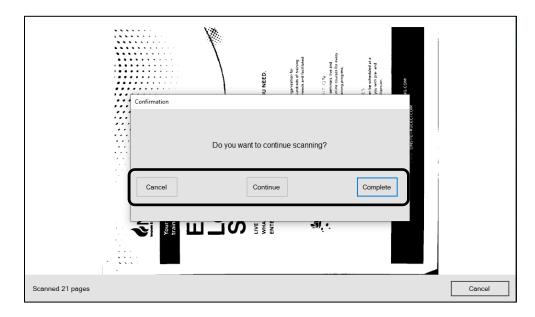
O IMPORTANT

If <Send the files immediately after scanning> is set to 'ON' in Send Settings of the Scan/Send Settings screen, scanning starts immediately without displaying the continue to scan confirmation screen in step 6, and the Address Confirmation screen in step 9.

Scanning starts.

A preview screen appears with a confirmation message.



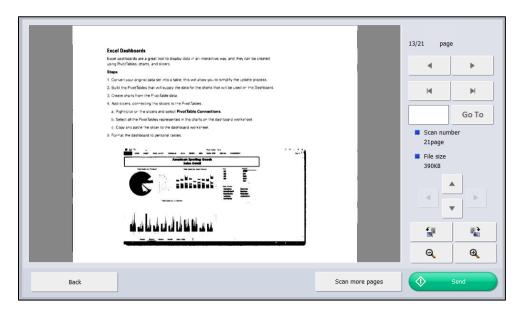


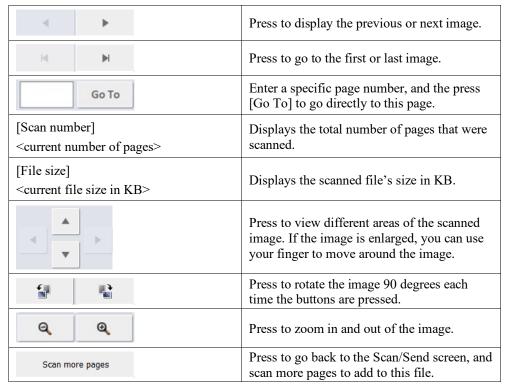
Press [Continue] → place the next document that you want to scan into the scanner → press [Continue] to scan more documents. When you are finished scanning, press [Complete].

Press [Complete] to go to the Preview and Send screen.

Press [Cancel] if you do not want to scan images, and return to the Scan/Send Settings screen.

7. Preview and confirm the scanned images.



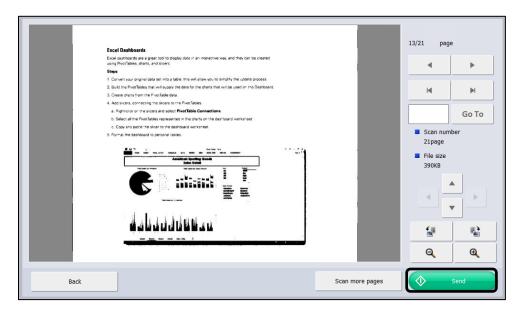


Press [Back] to return to the previous page.

O IMPORTANT

When you press [Scan more pages], the Scan/Send Settings screen appears. You can change the scan conditions, and then press [Check image and send] to return to the Send screen.

8. Press [Send].

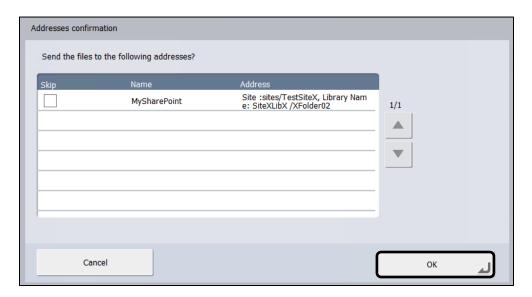


The Address Confirmation screen appears.

O IMPORTANT

If <Confirm addresses before sending> is set to 'OFF' in Send Settings of the Scan/Send Settings screen, the image is sent without displaying the Address Confirmation screen.

9. Confirm the SharePoint address to which you want to send the scanned images → press [OK].



If you are sending to multiple locations, click the [Skip] check box next to any locations to which you don't want to send the scan.

If an error message appears, press [OK], check the address settings (send destination), and then try to send the scanned images again.

The scanned images are sent, and the screen returns to the screen set for Screen after sending in Send Settings on the Scan/Send Settings screen.

2.10 Specifying the Scan and Send Settings

This section describes how to specify the scan and send settings.

The procedure below demonstrates setting the scan and send settings from the E-mail screen, but the procedure is the same for all the Scan Kiosk II user functions.

O IMPORTANT

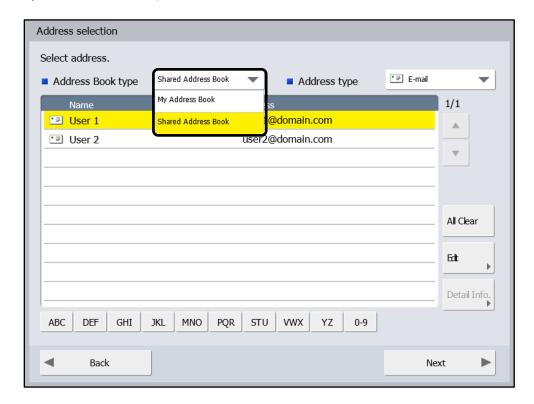
The Home screen only shows [E-mail] if a mail server has been configured.

1. From the Scan Kiosk II Home screen, press [E-mail].



The Address selection screen appears.

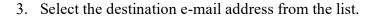
2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator).

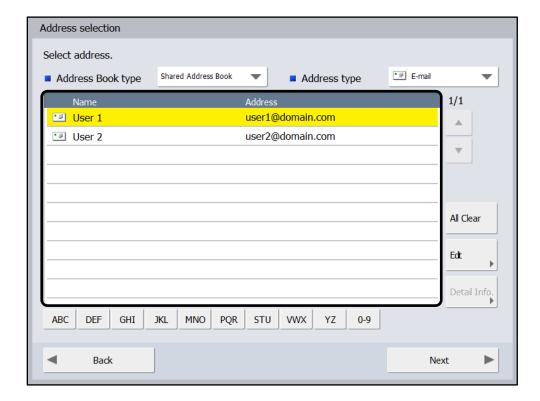


[My Address Book]: Contains all of your registered destinations that are stored on the device.

[Shared Address Book]: Contains all of the shared registered destinations that are stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the Administrator, you can search the LDAP server for addresses.





To scroll through the list of e-mail addresses, press [▼] or [▲].

To filter the list by name or number, press [ABC | DEF | GHI | JKL | MNO | PQR | STU | WWX | YZ | 0-9].

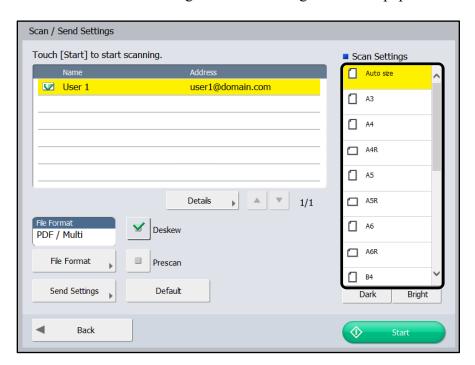
4. Press [Next].

If you do not want to scan and send your document to the selected address, press [Back].

The Scan/Send Settings screen appears.

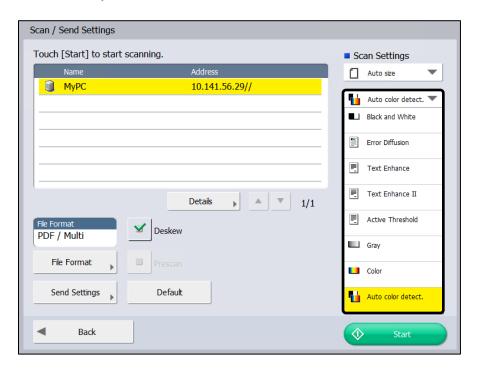
- 5. Specify the Scan Settings.
 - 5.1 Under <Scan Settings>, select the paper size of the document that you want to scan.

Use the scroll bar on the right to scroll through the list of paper sizes.



The default paper size is 'Auto size'.

5.2 From the Scanning mode drop-down list, select in which scanning mode you want to scan your document.



The Scanning modes shown depend on the selected File Format.

The default Scanning mode is 'Black and White'.

[Black and White]: Select to scan your document in black-and-white.

[Error Diffusion]: Select to smooth out the pixels in a scanned

document.

[Text Enhance]: Select to sharpen the text in a scanned document.

This works best for documents with light or uneven

(patterned) backgrounds.

[Text Enhance II]: Select to sharpen the text in a scanned document.

This works best for documents with uniform background color or light text with backgrounds.

[Active Threshold]: Select this when performing batch processing with

several types of documents in the same batch, such as documents with light text or stained backgrounds.

[Gray]: Select to scan your document in 256-level grayscale.

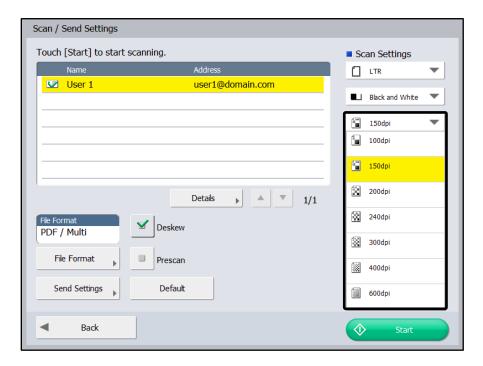
[Color]: Select to scan your document in 24-bit color.

[Auto color detect.]: Select to have the scanner detect whether a

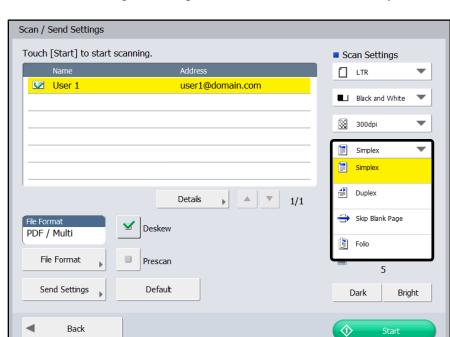
document is in color or black-and-white, and scan it

accordingly.

5.3 From the Resolution drop-down list, select the resolution in which you want to scan your document.



The default scanning resolution is '150dpi'.



5.4 From the Scanning Side drop-down list, select how to scan your document.

The default scanning side is 'Simplex'.

O IMPORTANT

- If [Folio] is selected, make sure that the scanning resolution is set to less than '400dpi'.
- If you set [Skip Blank Page], the scanning speed may be reduced.

[Simplex]: Select if you are scanning a one-sided document.

[Duplex]: Select if you are scanning a two-sided document.

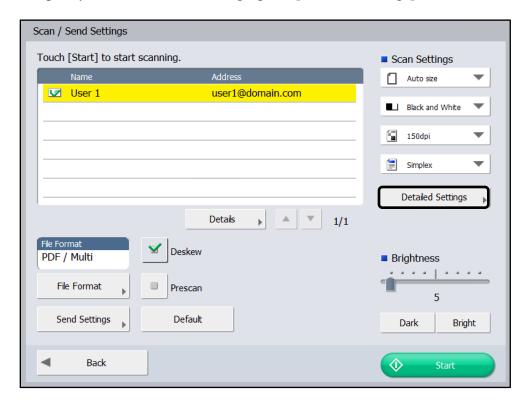
[Skip Blank Page]: Select if you want to scan both sides of the document,

and skip any blank pages in your document.

[Folio]: Select if you want to scan both sides of a document that

is folded in half, and create a single scanned image.

6. To specify the detailed scan settings, press [Detailed Settings].



The Detailed Settings screen appears.

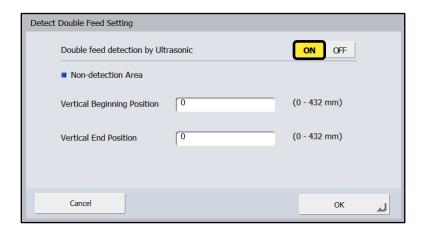
6.1 If you are using a scanner that has an ultrasonic sensor, and want the sensor to detect when two or more pages are fed together during a scan, press the button next to <Double feed detection by Ultrasonic>.

[Double feed detection by Ultrasonic] is grayed out if 'Folio' is selected as the Scanning Side.



The Detect Double Feed Setting screen appears.

6.1.1 Press [ON] or [OFF] next to <Double feed detection by Ultrasonic>



The selected setting is highlighted in yellow.

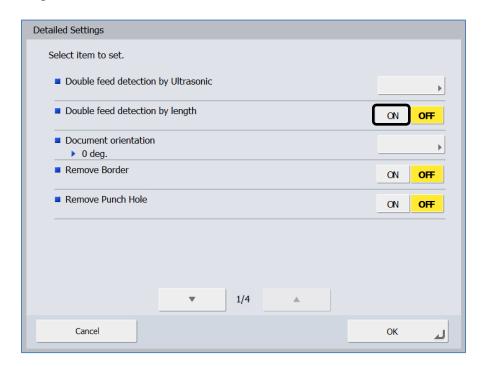
6.1.2 Under <Non-detection Area>, specify how much vertical space (overlap) in millimeters, from the top-position and bottom-position of the page there should be before scanning stops when a double feed is detected → press [OK].

If you do not want to specify the 'Double feed detection by Ultrasonic' setting, press [Cancel].

O IMPORTANT

This setting is effective only when documents overlap by 1.97" (50 mm) or more.

6.2 If you want the scanner to detect when two or more documents of differing lengths are fed together, press [ON] next to <Double feed detection by length>.

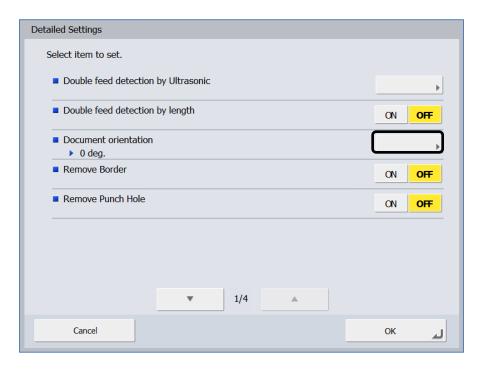


If you do not want to specify the <Double feed detection by length> setting, press [OFF].

O IMPORTANT

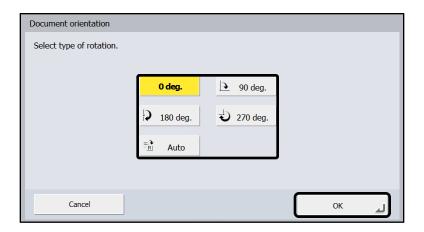
- Using the length of the first page of the document as a reference, the scanner determines a double feed when it detects a document with a length of at least 1.38" (35 mm) longer or shorter than the reference length.
- Set <Double feed detection by length> to 'OFF' if you are scanning a document that contains pages of different lengths.

6.3 To rotate the scanned image a specified amount, press the button next to <Document orientation>.



6.3.1 Press the desired angle you would like to rotate the scanned image → press [OK].

Select [Auto] to rotate the scanned image correctly based on the orientation of the text.



If you do not want to specify the angle of the scanned image, press [Cancel].

The document orientation is set.

6.4 If you want to remove the border around a scanned image, press [ON] next to <Remove Border>.

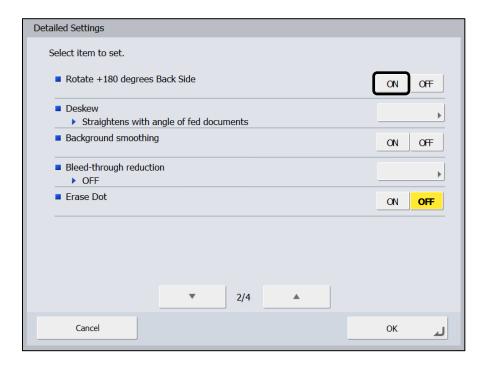


If you do not want to remove a border around a scanned image, press [OFF].

6.5 If you want to remove the punch holes from a scanned document, press [ON] next to <Remove Punch Hole>.

To continue specifying the Detailed Scan Settings, press [▼].

6.6 If you want to rotate the image of the back side of a two-sided document 180 degrees, press [ON] next to <Rotate +180 degrees Back Side>.

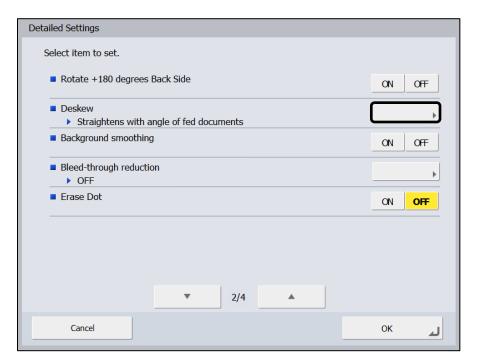


If you do not want to specify the <Rotate +180 degrees Back Side> setting, press [OFF].

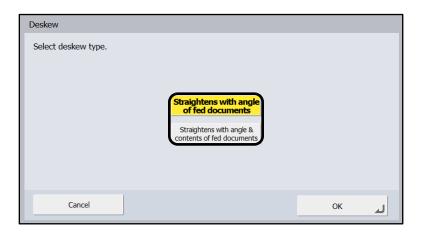
O IMPORTANT

- To use this setting, you must set the Scanning Side to 'Duplex' or 'Skip Blank Page'.
- Set <Document orientation> to any setting other than 'Auto'.

6.7 If you want to make sure that the scanned image is straight (not askew), press the button next to <Deskew>.



6.7.1 Select [Straightens with angle of fed documents] or [Straightens with angle & contents of fed documents].



[Straightens with angle of fed documents]:

Detects if the image is skewed while the document is being scanned, and corrects the image.

[Straightens with angle & contents of fed documents]:

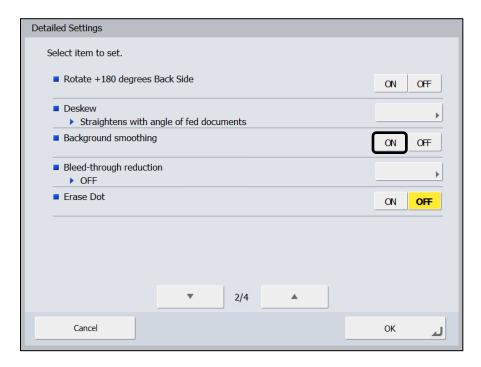
Detects if the image and contents in the image are skewed while
the document is being scanned, and corrects the image.

If you do not want to correct the skewed images of scanned documents, press [Cancel].

6.7.2 Press [OK].

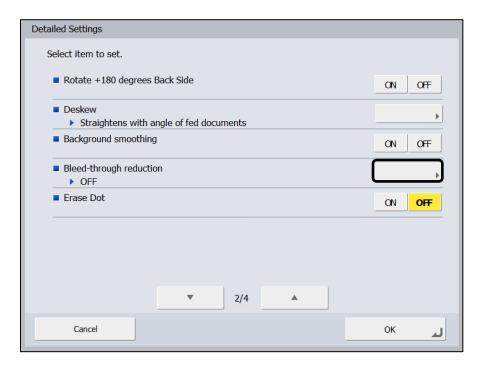
The Deskew settings are complete.

6.8 If you want to process the scanned image so that the background is smooth, press [ON] next to <Background smoothing>.



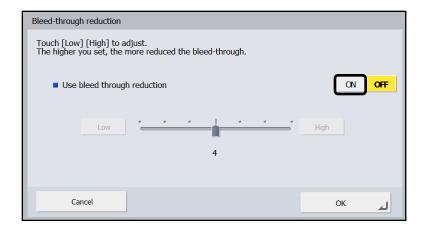
If you do not want to set the Background smoothing setting, press [OFF].

6.9 If you want to eliminate images that bleed through to the other side of a scanned document, press the button next to <Bleed-through reduction>.

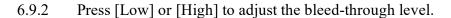


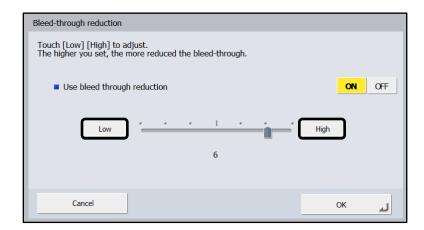
Specify this setting when scanning thin documents with text or images on both sides.

6.9.1 To specify the Bleed-through reduction setting, press [ON] next to <Use bleed through reduction>.



The bleed-through scale is activated.





The higher you set the bleed-through level, the more the bleed-through affect is reduced.

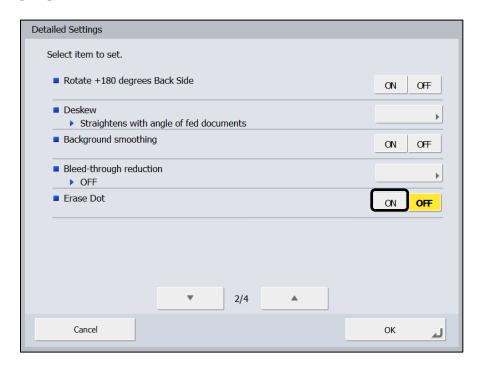
O IMPORTANT

- Make sure to adjust the bleed-through reduction level to match the type of document you are scanning.
- Bleed-through reduction cannot be set when [Text enhance] is selected as the Scanning mode.

6.9.3 Press [OK].

The Bleed-through reduction settings are complete.

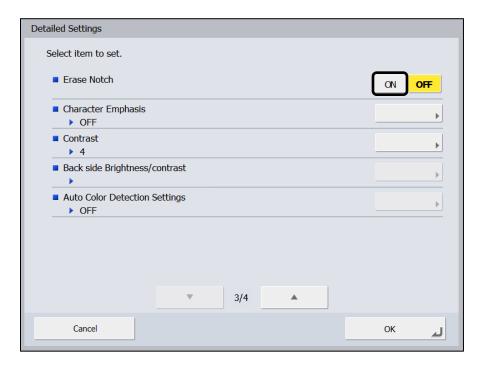
6.10 If you want to automatically remove isolated 3 x 3 black dots on white backgrounds (or isolated 3 x 3 white dots on black backgrounds), press [ON] next to <Erase Dot>.



If you do not want to specify the Erase Dot setting, press [OFF].

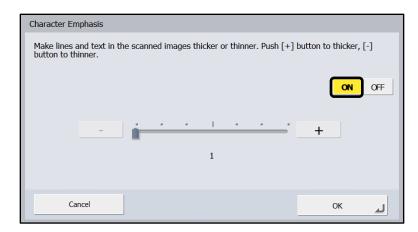
To continue specifying the Detailed Scan Settings, press [▼].

6.11 If you want to remove protrusions in contours in scanned images, press [ON] next to <Erase Notch>.



If you do not want to remove protrusions from scanned images, press [OFF].

- 6.12 If you want to darken or lighten text and lines in a scanned document, press the button next to <Character Emphasis>.
 - 6.12.1 To specify the Character Emphasis setting, press [ON].

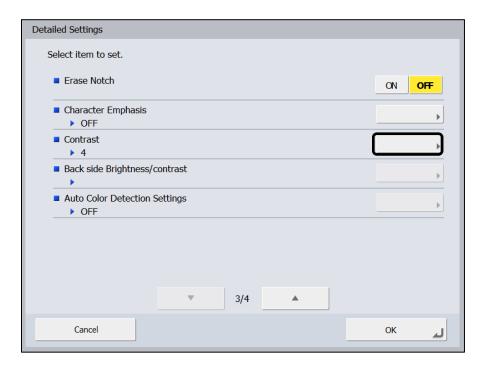


6.12.2 Press [+] to the desired level to darken lines and text, or press [-] to lighten text and lines in a scanned document → press [OK].

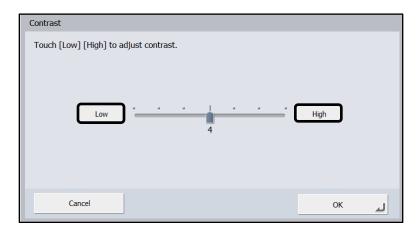
If you do not want to adjust the darkness of lines and text, press [Cancel].

The Character Emphasis settings are complete.

6.13 To adjust the contrast of scanned images, press the button next to <Contrast>.



6.13.1 Press [Low] or [High] to adjust the contrast of colors in the scanned image.



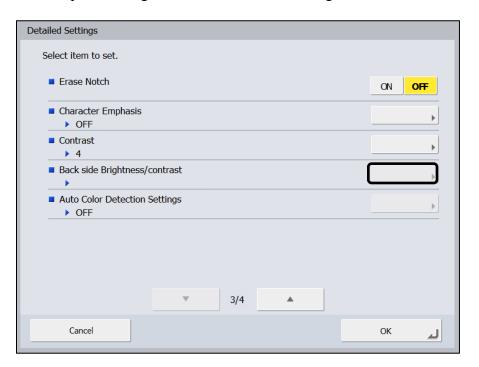
6.13.2 Press [OK].

The contrast level is set.

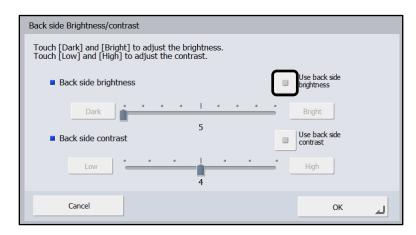
6.14 If you are scanning a two-sided document, the front and back sides have different densities, and you want to change the brightness and contrast of these two sides, press the button next to <Back side Brightness/contrast>.

• IMPORTANT

The <Back side Brightness/contrast> button only activates when 'Duplex' or 'Skip Blank Page' is selected as the scanning side.

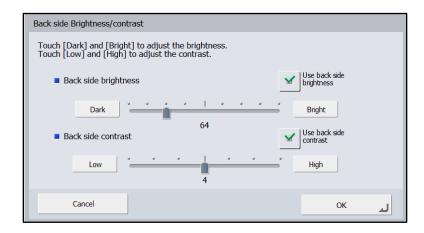


6.14.1 To activate the back side brightness adjustment scale, press the [Use back side brightness] check box.



A green check mark appears in the check box, and the Back side brightness scale activates.

- 6.14.1.1 Press [Dark] or [Bright] to adjust the back side brightness.
- 6.14.2 To activate the back side contrast adjustment scale, press the [Use back side contrast] check box.



A green check mark appears in the check box, and the Back side contrast scale activates.

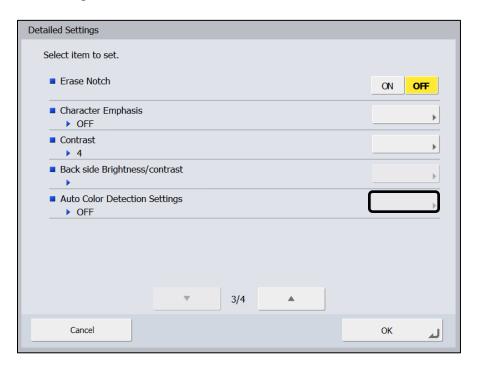
- 6.14.2.1 Press [Low] or [High] to adjust the back side contrast level.
- 6.14.3 Press [OK].

The Back side Brightness/contrast levels are set.

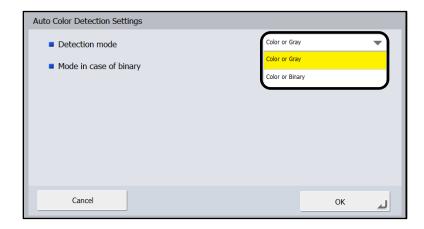
6.15 If you want to detect the color of your document automatically, and scan it accordingly, press the button next to <Auto Color Detection Settings>.

O IMPORTANT

The < Auto Color Detection Settings > button only activates when the Scanning mode is set to 'Auto color detect'.



6.15.1 From the Detection mode drop-down list, select the color detection mode.



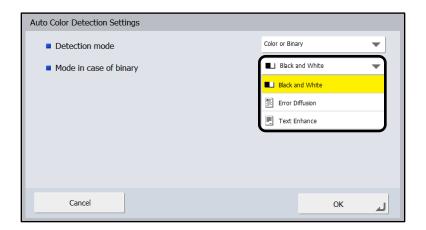
[Color or Gray]: If a color document is detected, it is scanned

as a color image. If a black-and-white document is detected, it is scanned as a grayscale image.

[Color or Binary]: If a color document is detected, it is scanned

as a color image. If a black-and-white document is detected, it is scanned as a black-and-white image.

6.15.2 From the Mode in case of binary, select the scanning mode to use when a black-and-white document is detected.

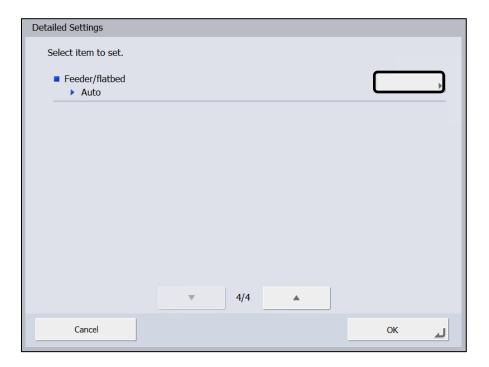


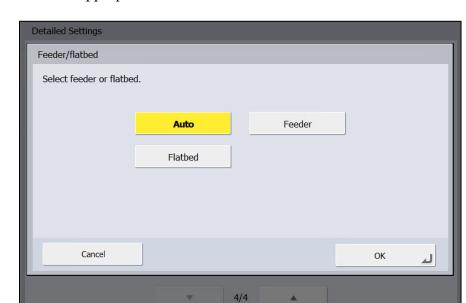
6.15.3 Press [OK].

The Auto Color Detection Settings are complete.

To continue specifying the Detailed Scan Settings, press [▼].

6.16 If you have a flatbed scanner connected and want to manually select which scanner to use, press the button next to <Feeder/flatbed>.





Press the appropriate button to select the desired scanner.

[Auto]:

Cancel

Scan Kiosk II automatically selects the scanner to use if there is a flatbed scanner attached. If there is something in the DR-series scanner feeder, Scan Kiosk II scans those documents. If the DR-series feeder is empty, Scan Kiosk II switches to the flatbed.

[Feeder]:

Use the DR-series scanner.

[Flatbed]:

Use the flatbed scanner. This option is available only when the flatbed scanner is connected and powered on.

O IMPORTANT

If you are scanning from both the DR-series scanner feeder and the flatbed, and you set <Feeder/flatbed> to [Auto], it is strongly recommended to plan your job so that all flatbed scans happen at the end.

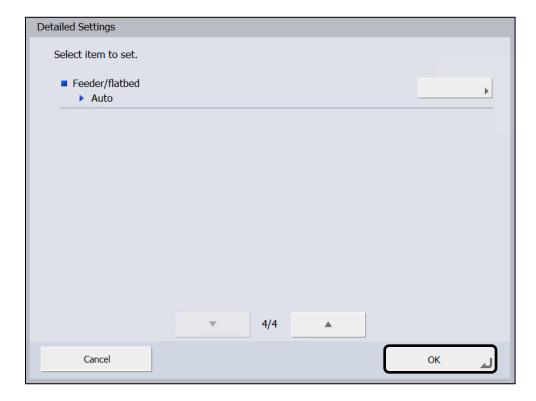
[Auto] checks the DR-series feeder first and scans anything found. If you press [Continue] at the confirmation screen, Scan Kiosk expects you to load more documents into the DR-series feeder.



When you are done scanning everything from the DR-series feeder, press [Complete] → at the preview screen, press [Scan more pages] to go back to the Scan Settings screen. → press [Start] to begin scanning from the flatbed.

Once Scan Kiosk II starts scanning from the flatbed when <Feeder/flatbed> is set to [Auto], it tries to take all future scans from the flatbed for the current job. You must set <Feeder/flatbed> to [Feeder] to scan from the DR-series feeder again for the current job.

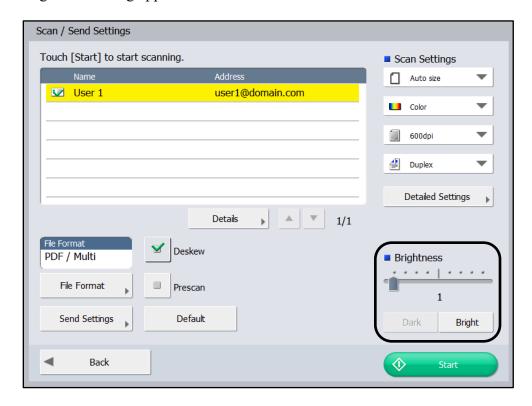
7. Press [OK].



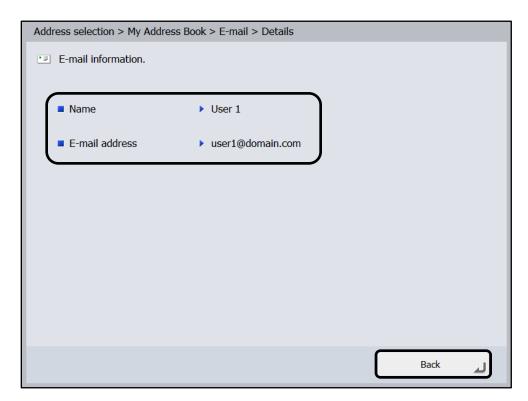
The Detailed Scan Settings are complete.

If you do not want to specify the Detailed Scan Settings, press [Cancel].

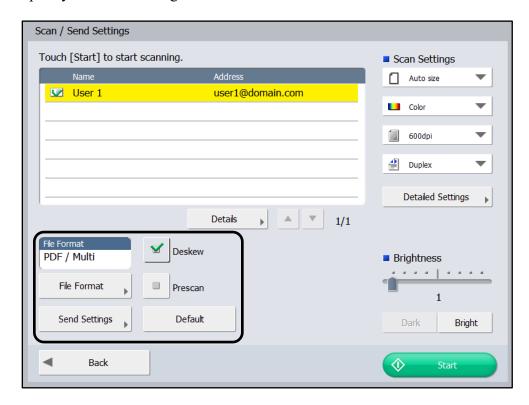
8. To manually adjust the brightness of the scanned image, press the scale marker, and move it to the desired brightness setting, or press [Dark] or [Bright] until the desired brightness setting appears.



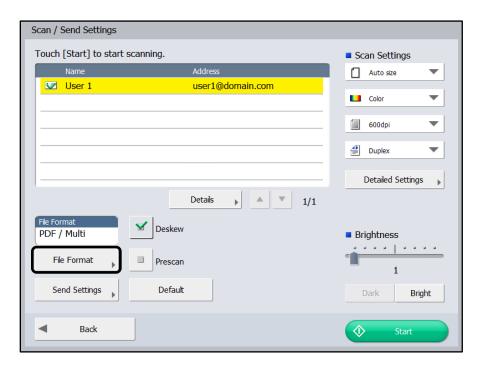
9. If you want to view your user name and e-mail address details, press [Details] → view your information → press [Back] to return to the Scan/Send Settings screen.

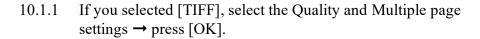


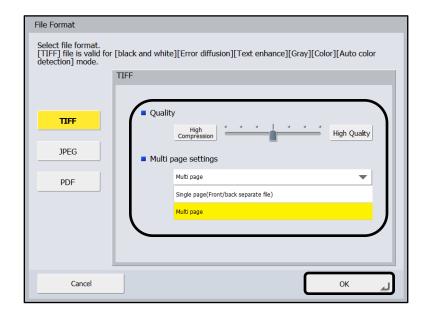
10. Specify the Send Settings.



10.1 If you want to change the file format of your scanned image, press [File Format] → press [TIFF], [JPEG], or [PDF].







Quality: Press [High Compression] or [High Quality]

to select the compression rate of the TIFF

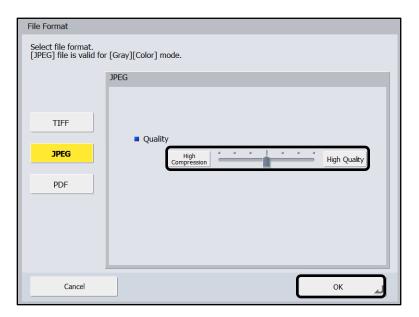
file.

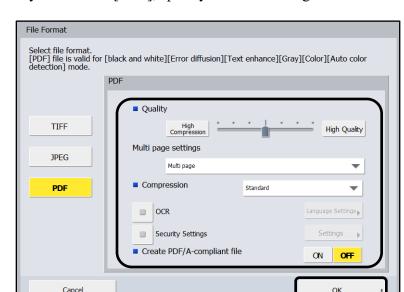
Multi page settings: Select [Single page (Front/back separate

file)] to send each side of each page as a separate image file. Select [Multi page] to send one image file that contains multiple

pages.

10.1.2 If you selected [JPEG], press [High Compression] or [High Quality] to select the compression rate of the JPEG file → press [OK].





10.1.3 If you selected [PDF], specify the PDF settings.

Quality: Press [High Compression] or [High Quality] to

adjust the quality of the specified compression

method (described below).

Multi page settings: Select [Single page (Front/back separate file)] to

send each side of each page as a separate image file. Select [Multi page] to send one image file

that contains multiple pages.

Compression: Select [Standard] or [High Quality] as the

compression method for the PDF file.

OCR: Select the [OCR] (Character Recognition) check

box to make the text in the PDF file searchable.

If you select [OCR], select the Language Settings for character recognition.

Language Settings: Select the language for OCR character

recognition, and then press [OK].

Security Settings: Select the Security Settings check box → press

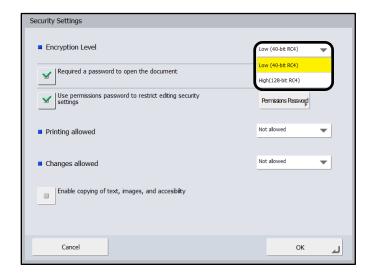
[Settings] \rightarrow proceed to step 10.1.3.1.

Create PDF/A-compliant file: Press [ON] or [OFF] to send the PDF

document as a PDF/A-compliant file. If set to 'ON', you cannot set Security

Settings.

10.1.3.1 From the Encryption Level drop-down list, select [Low (40-bit RC4)] or [High (128-bit RC4)].



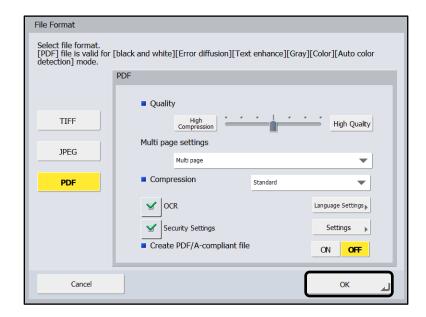
O IMPORTANT

It is recommended that you select [High (128-bit RC4)] as the level of encryption.

- 10.1.3.2 If you want to set a password to open the document, press the [Required a password to open the document] check box → press [Document Open Password] → specify and confirm the password → press [OK].
- 10.1.3.3 If you want to set a password to restrict anyone from editing the document, press the [Use permissions password to restrict editing security settings] check box → press [Permissions Password] → specify and confirm the password → press [OK].
- 10.1.3.4 If you selected to set a password to restrict editing, from the Printing allowed and Changes allowed drop-down lists, select whether whoever receives your PDF document can print or make changes → press the [Enable copying of text, images, and accessibility] check box to enable these items.
- 10.1.3.5 Press [OK].

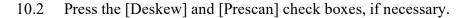
The Security Settings are complete.

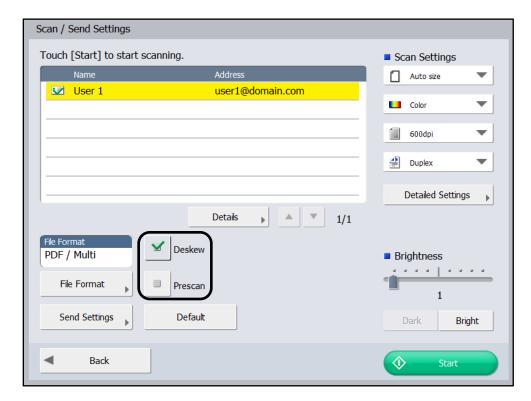
10.1.4 Press [OK].



The File Format settings are complete.

If you do not want to specify the File Format settings, press [Cancel].



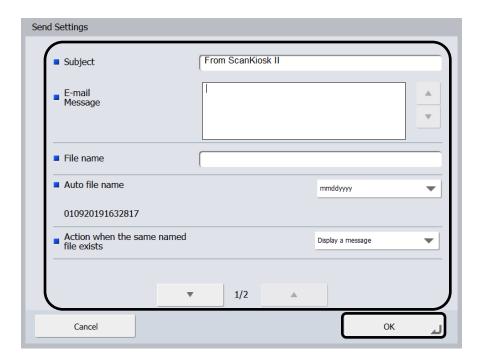


[Deskew]: Select to straighten a scanned image if it was fed askew.

[Prescan]: Select to scan the first page of a document, so that you can view the results to adjust the brightness and contrast before scanning the entire document.

If you do not want to select the Deskew and Prescan modes, press the check boxes again to clear the check marks.

10.3 If you want to specify the detailed send settings, press [Send Settings] → specify the Send Settings → press [OK].



Subject: Enter the subject for sending the file via e-mail.

E-mail Enter the e-mail message.

Message:

File Name: Enter a name for the image file.

If the destination is FTP, you can create a subfolder in the destination with a rolling counter used in the folder name. Use two (2) percent signs ("%%") to create a folder with the rolling counter, and a percent sign must start the field in order to create a subfolder. You can also use text between the percent signs to prepend custom text to the counter subfolder name. Any extra percent signs are assumed to be part of the target file name. Examples are shown in the table below:

∅ NOTE

The examples assume that the file is the first scan to be made, and that the scan is performed on October 22, 2022. The file type is assumed to be a single PDF file with the date appended in the MMDDYY format.

String	Result at FTP Destination
%%	00001\10222022.pdf
%MyFolder%	MyFolder00001\10222022.pdf
%MyFolder%MyFile	MyFolder00001\MyFile10222022.pdf
%%MyFile	00001\MyFile10222022
MyFile%MyFolder%	MyFile%MyFolder%10222022.pdf
	String did not begin with a percent, so it is assumed that the percent signs and other characters are part of the destination file name.
%MyFolder%%	MyFolder00001\%10222022.pdf
	The extra (third) percent sign is assumed to be part of the destination file name.
%MyFolder	%MyFolder10222022.pdf
	The second percent sign is omitted, so the first percent sign is assumed to be part of the destination file name.

Auto File Name:

Select [None], [Custom], or a file name format. The auto file name consists of 17 digits that indicate the date and time (hour, minutes, and seconds). For example, May 14, 2016, 3:40:30 p.m.

yyyymmdd: File name = 20160514154030123 mmddyyyy: File name = 05142016154030123 ddmmyyyy: File name = 14052016154030123

If Custom File Name settings are configured by the Administrator, you can select [Custom] to add the custom file name to the file name of the scanned image.

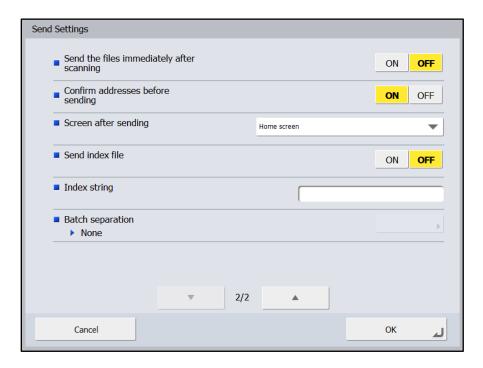
• IMPORTANT

- Make sure that you set a File Name or select an Auto File Name format.
- If a file format is selected and set as a single page, a 4-digit serial number (starting from 0001) is automatically added to the end of the file name.
- You cannot use these characters in the file name: /:? * "<>.

Action when the same named file exists:

Set the action to perform when there is already a file of the same You can select to display a message to confirm that you want to overwrite the file, abort sending, or cancel sending name at the destination.

Page 2 of Send Settings



Send the files immediately after scanning:

Select [ON] if you want to send the image files after scanning without viewing them.

Confirm addresses before sending:

Select [ON] if you want to confirm the e-mail address after scanning, and before the image file is sent.

Screen after sending:

Select the screen to display after the images are sent.

Home screen: After your image file is sent, you return to the Home screen (or Job Button screen, if the Home screen has

been restricted by the Scan Kiosk II Administrator). **Logout**: If you logged on to Scan Kiosk II, you are logged out after your image file is sent. If you did not log on,

[Logout] is not displayed.

Select screen after sending: After your image file is sent, a dialog box appears asking to select a screen to which you

want to return after your file is sent.

Send index file: Select [ON] to send index files (metadata) with images.

Index string: Enter an index string for the index file. You cannot use these

characters in the index string: * " ' <>

Batch Separation: To specify the Batch Separation settings, see "Specifying the

Batch Separation Settings," on p. 146.

The Send Settings are complete.

2.11 Specifying the Batch Separation Settings

This section describes how to specify the Batch Separation settings.

There are two ways to specify when a batch separation is performed:

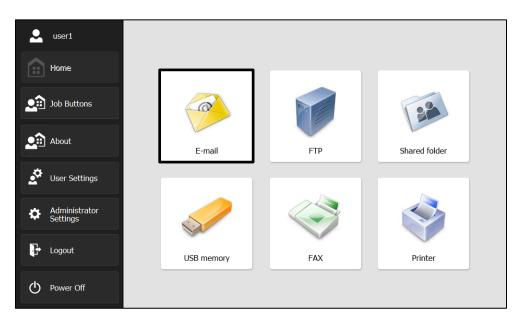
- When a blank page is detected
- When a patch code sheet is detected

When a blank page or patch code sheet is detected, the scanned image file is automatically separated into batch files.

The procedure below demonstrates setting the Batch Separation settings from the E-mail screen, but the procedure is the same for all the Scan Kiosk II user functions.

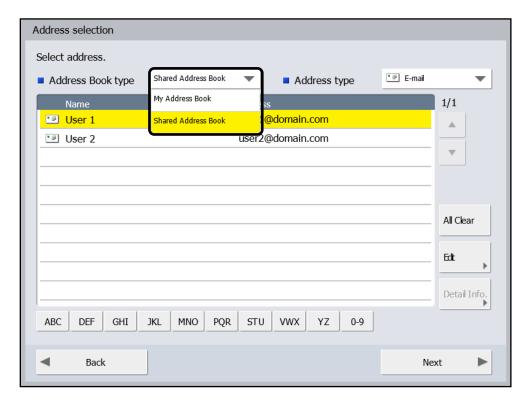
• IMPORTANT

- To enable the Batch Separation settings, the Scan Kiosk Administrator must enable the Counter setting on the Custom File Name Settings screen. For more information, see your Administrator.
- In addition, you must set the Auto file name to 'Custom' from the Send Settings screen. For more information, see "Specifying the Scan and Send Settings," on p. 102.
- The Home screen only shows [E-mail] if a mail server has been configured.
- 1. From the Scan Kiosk II Home screen, press [E-mail].



The Address selection screen appears.

2. From the Address Book type drop-down list, select [My Address Book], [Shared Address Book], or [LDAP Address Book] (if an LDAP server has been configured by the Administrator).



[My Address Book]: Contains all of your registered destinations that are stored

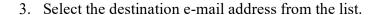
on the device.

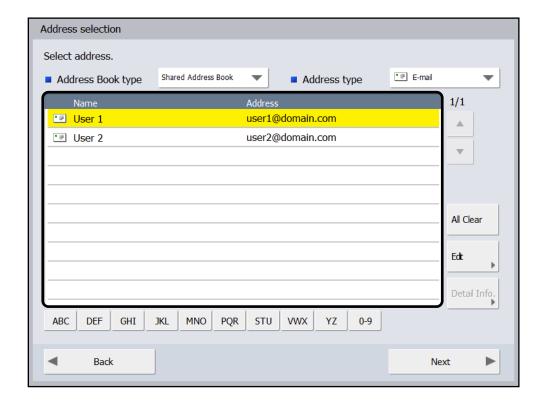
Contains all of the shared registered destinations that are [Shared Address Book]:

stored on the device.

[LDAP Address Book]: If an LDAP server is configured by the Administrator,

you can search the LDAP server for addresses.





To scroll through the list of e-mail addresses, press [▼] or [▲].

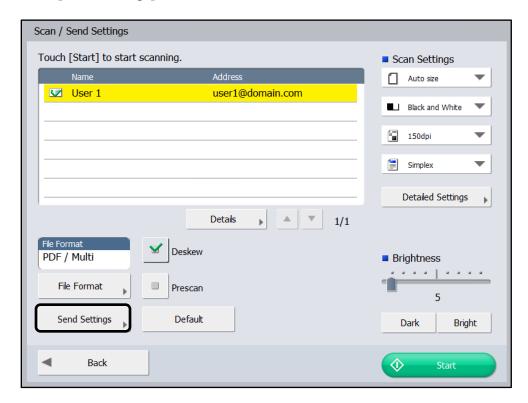
To filter the list by name or number, press [ABC | DEF | GHI | JKL | MNO | PQR | STU | WWX | YZ | 0-9].

4. Press [Next].

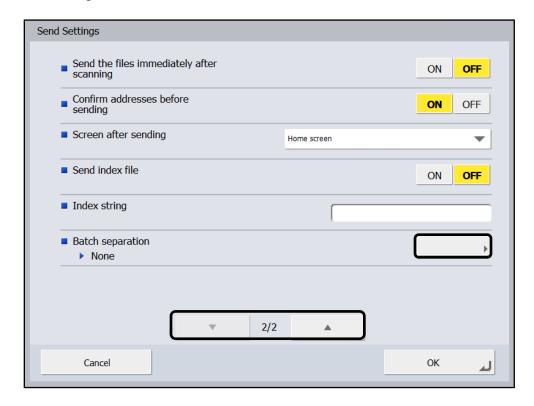
If you do not want to scan and send your document to the selected address, press [Back].

The Scan/Send Settings screen appears.

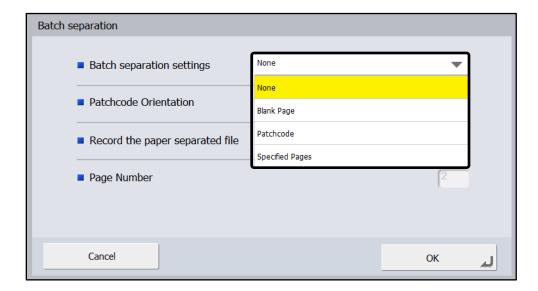
5. Press [Send Settings].



6. Press [▼] or [▲] until [Batch Separation] appears → press the button next to <Batch separation>.



7. From the Batch separation settings drop-down list, select [None], [Blank Page], [Patchcode], or [Specified Pages].



[None]: Select if you do not want your file separated into batch files.

[Blank Page]: Select if you want to have your file separated into batch files

after a blank page is detected. This enables you to create

multiple page files.

[Patchcode]: Select if you want to have your file separated into batch files

after a patch code sheet is detected.

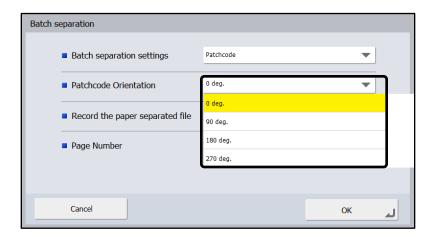
[Specified Pages]: Select to perform batch separation after a specified number of

pages are scanned.

7.1 If you selected [Blank Page], press [OK].

The scanned file is separated after a blank page is detected.

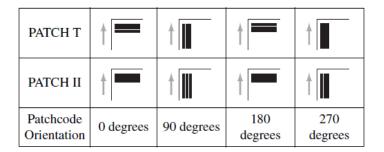
7.2 If you selected [Patchcode], select the orientation of the patch code sheet you want to scan.



A patch code sheet has a unique pattern that is printed on it, and when this sheet is scanned and detected, the scanned file is automatically separated into batch files. Make sure to place the patch code sheet in front of the pages that head the separated files.

Patch codes are separated into two patterns: PATCH T and PATCH II. Each pattern has different functions.

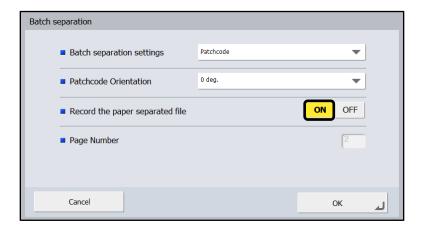
- **PATCH T:** When a PATCH T sheet is detected, the file is separated at the start of the image of the next sheet. You can specify whether to save the patch code sheet image by specifying the Record the paper separated file setting.
- **PATCH II:** When a PATCH II sheet pattern is detected, the file is separated at the start of the image on this sheet, and heads the next file. The image of this sheet is always saved, regardless of the Record the paper separated file setting.



O IMPORTANT

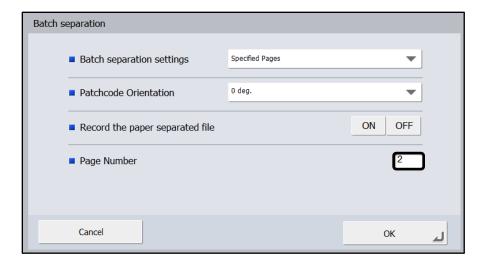
- Print the PATCH T and PATCH II patterns on letter-size paper.
- If a patch code sheet is enlarged or reduced before printing, the patch code may not be recognized.

7.2.1 If you want to save a PATCH T patch code sheet, press [ON] for <Record the paper separated file>.



If you do not want to save a PATCH T patch code sheet, press [OFF].

7.3 If you selected [Specified Pages], enter the number of pages to scan before batch separation occurs.



8. Press [OK].

If you do not want to specify the Batch Separation settings, press [Cancel].

The Batch Separation settings are complete.

Chapter 3 Configuring User Settings

This chapter describes how to configure your user settings when you are logged on to Scan Kiosk II. You can configure these User Settings:



The User Administration screen you see may differ, depending on whether you log on to the device or a domain.

- User Administration Change your password, default Address Book screen, default Job Button screen, the screen you want to display after you log on, set to display your e-mail address at the top of the address list, and create Custom File Name and Index settings.
- Job Button Settings Register and manage your job buttons.
- Address Book Settings Register and manage the entries in your Address Book and the Shared Address Book.
- Show Operation History Displays your operation history every time you have logged on to Scan Kiosk II.

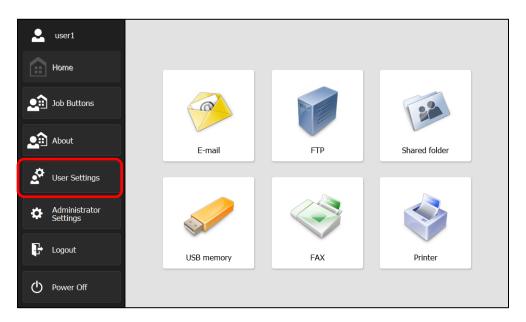
3.1 Configuring the User Administration Settings

This section describes how to configure your User Administration Settings for the Scan Kiosk II application.

1. Log on to Scan Kiosk II.

For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

3. Press [User Administration].

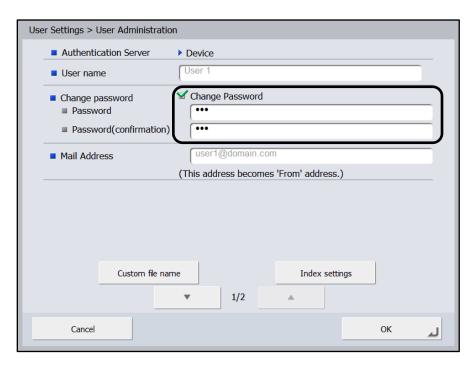


The User Administration screen appears.

To go back to the previous screen, press [Back].

- 4. Modify your user settings.
 - 4.1 If you want to change your password (this is only available when you are logged on to the device), press the [Change Password] check box → in the [Password] field, enter a new password → enter the same password in the [Password(confirmation)] field.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

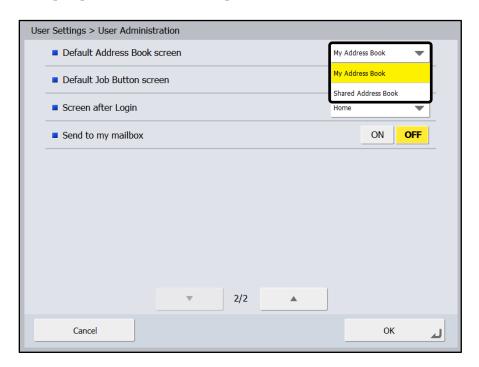




If you logged on to a domain, you can select [Use Address registered in LDAP server] in the [Mail Address] field.

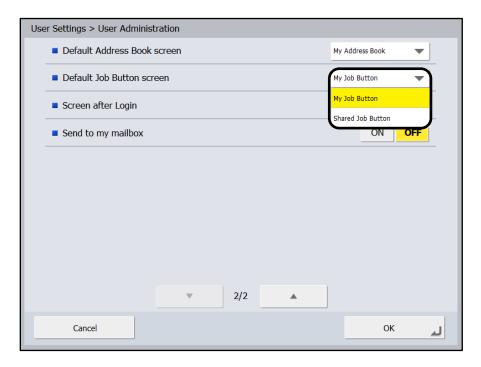
4.2 Press [▼] to go to page 2 of the User Administration settings.

4.3 From the Default Address Book screen drop-down list, select [My Address Book] or [Shared Address Book].



The default address book is 'My Address Book'. The Shared Address Book is stored in the Scan Kiosk II application. Any user who logs on to Scan Kiosk II can use the Shared Address Book.

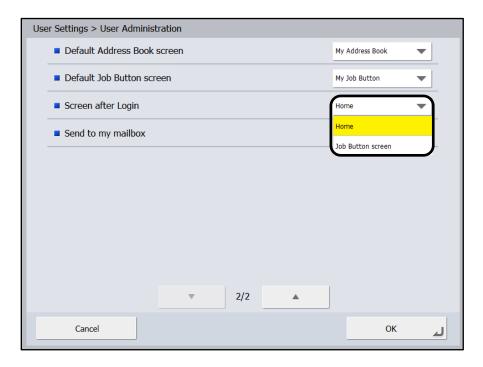
4.4 From the Default Job Button screen drop-down list, select [My Job Button] or [Shared Job Button].



The default job button screen is 'My Job Button screen'. You can use this screen to configure your user-specific job button functions.

The Shared Job Button screen is configured by the Administrator, and any user who logs on to Scan Kiosk II can use the shared job buttons.

4.5 From the Screen after Login drop-down list, select [Home] or [Job Button screen].



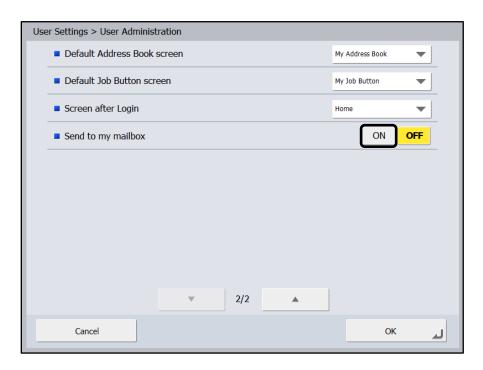
The default screen is the Home screen. If you want your initial screen to be the Job Button screen, select [Job Button screen].

• IMPORTANT

If the Administrator has restricted the use of the Home screen, only the Job Button screen is displayed as the <Screen after Login> setting.

4.6 Press [ON] next to <Send to my mailbox> if you want your e-mail address to be selected by default, and displayed at the top of the address list.

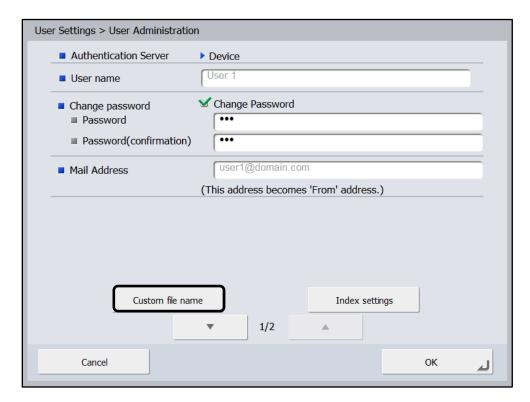
Your e-mail address is displayed, even if it has not been registered in the address book.



The default <Send to my mailbox> setting is 'OFF'.

4.7 Press [▲] to go to page 1 of the User Administration settings.

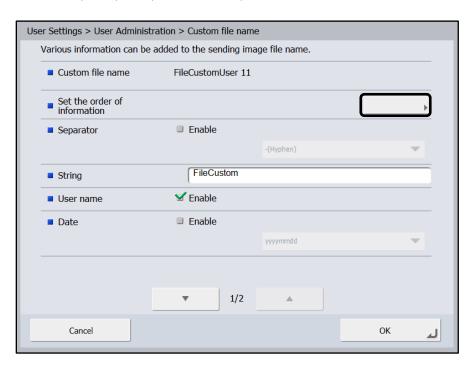
5. If necessary, press [Custom file name] to create a custom file name that is appended to your scanned files.



The Custom File Name screen appears.

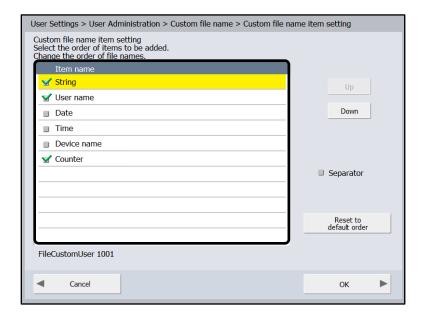
5.1 Press the button next to <Set the order of information> to configure the order of the items that are included in the custom file name, and enable items on the Custom file name screen.

You can select to include a separator (hyphen or underscore), text string, user name, date, time, device name, and counter.



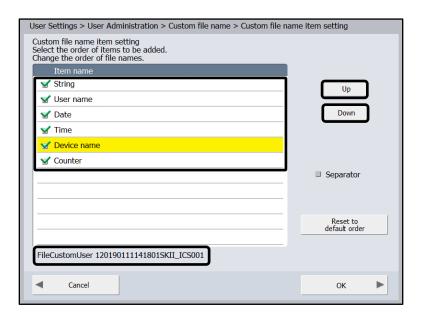
Item	Description
Set the Order of Information	Press the button to set the order of the items
	displayed, and enable or disable certain items that
	you want to display on the Custom File Name
	screen.
Separator	Select the [Enable] check box to include a separator
	between character strings in the file name, and then
	select to use a hyphen or underscore character from
	the drop-down list. The default separator is
	'Hyphen'.
String	Specify a text string to include in the file name.
User Name	Select the [Enable] check box to include the user's
	name in the file name.
Date	Select the [Enable] check box to include the date in
	the file name, and then select a format for the date in
	the drop-down list.
Time	Select the [Enable] check box to include the time in
	the file name, and then select a format for the time in
	the drop-down list.
Device Name	Select the [Enable] check box to include the device's
	name in the file name.
Counter	Select the [Enable] check box to include a counter in
	the file name, and then specify the starting value and
	number of digits used for the counter.

5.1.1 Select the check boxes next to the items you want to include in the custom file name, as well as enable items on the Custom file name screen.



5.1.2 To change the order (position) of an item in the file name, select the item → press [Up] or [Down].

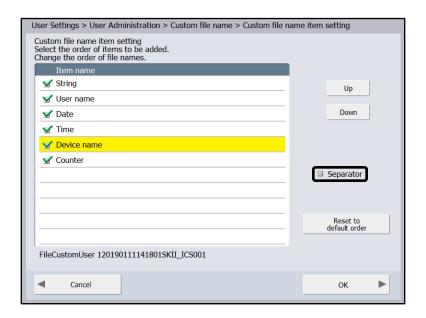
The file name changes as you make your selections, as shown at the bottom of the item list.



∅ NOTE

The [String] check box is always selected. You cannot clear the check box. All other check boxes can be cleared.

5.1.3 Select the [Separator] check box to add a separator to the file name.



The default separator is 'Hyphen'. You can change this to 'Underscore' on the Custom File Name screen.

5.1.4 If you want to reset the order of the items to the default order, press [Reset to default order].

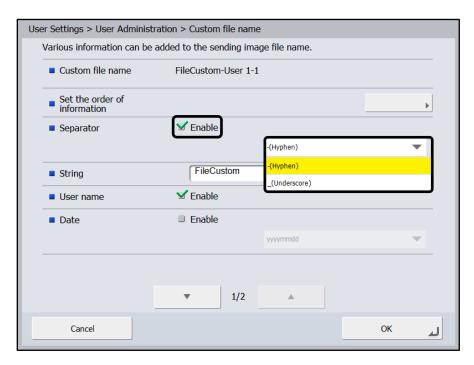
The order of the items returns to the default order.

5.1.5 Press [OK] to return to the Custom File name screen.

If you do not want to specify these settings, press [Cancel].

5.2 If you want to add a separator to the custom file name, press the [Enable] check box next to <Separator> → select [-(Hyphen)] or [_(Underscore)] from the drop-down list.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.

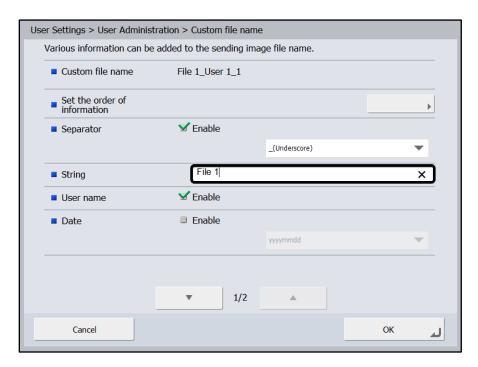


Next to <Custom file name> at the top of the screen, the file name changes, as you make your selections.

To change the order (position) of any of the items in the file name, see step 5.1.2.

5.3 If you want to add text to the file name, press the [String] text box → enter the text string.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



Next to <Custom file name> at the top of the screen, the file name changes, as you make your selections.

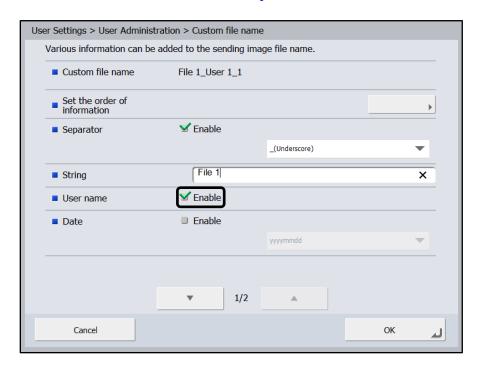
To change the order of any of the items in the file name, see step 5.1.2.



You cannot use these characters in the text string: /:? * " <> |

5.4 If you want to add your user name to the file name, press the [Enable] check box next to <User name>.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.

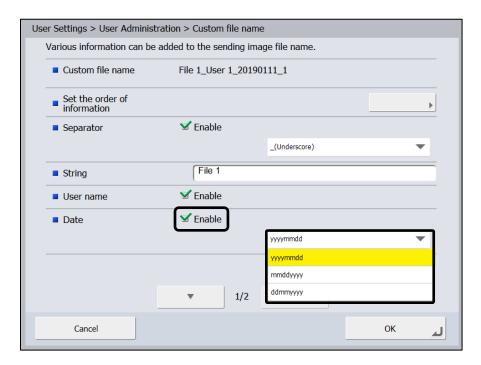


Next to <Custom file name> at the top of the screen, the file name changes, as you make your selections.

To change the order of any of the items in the file name, see step 5.1.2.

5.5 If you want to add the date to the file name, press the [Enable] check box next to <Date> → from the drop-down list, select a date format.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.



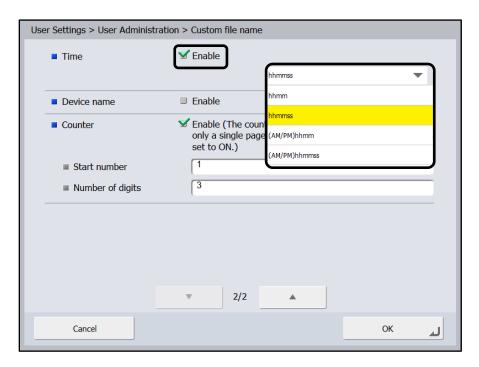
Next to <Custom file name> at the top of the screen, the file name changes, as you make your selections.

To change the order of any of the items in the file name, see step 5.1.2.

5.6 Press [▼] to go to the next page of the Custom File Name settings.

5.7 If you want to add the time to the file name, press the [Enable] check box next to <Time> → from the drop-down list, select a time format.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.



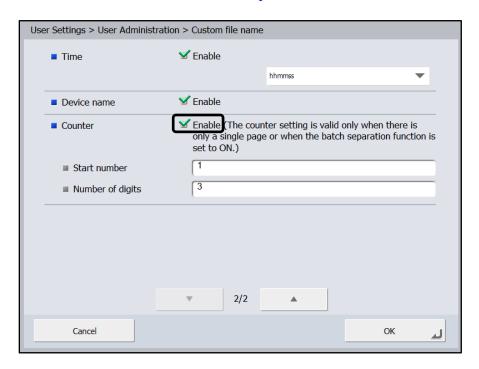
The time set on the device is used.

5.8 If you want to add the device's name to the file name, press the [Enable] check box next to <Device name>.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.

5.9 If you want to add a page or batch number to the file name, press the [Enable] check box next to <Counter>.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See, step 5.1.3.



• IMPORTANT

The Counter setting only works when there are one or more pages, or when the Batch Separation function is set to 'On'.

- 5.9.1 Press the [Start number] text box → enter the starting value of the counter.
- 5.9.2 Press the [Number of digits] text box → enter the amount of digits you want to set for the counter.

You can specify from '1' to '9' digits for the counter.

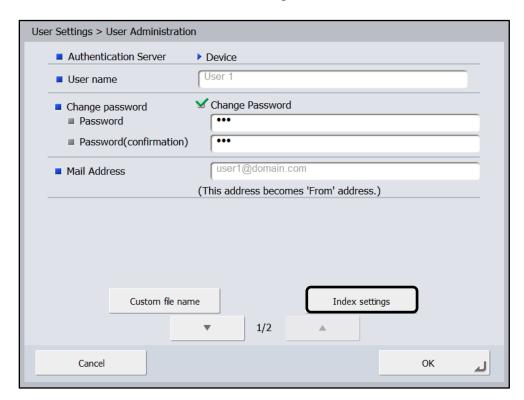
5.10 Press [OK].

The Custom File Name settings are complete.

If you want to cancel specifying the custom file name settings, press [Cancel].

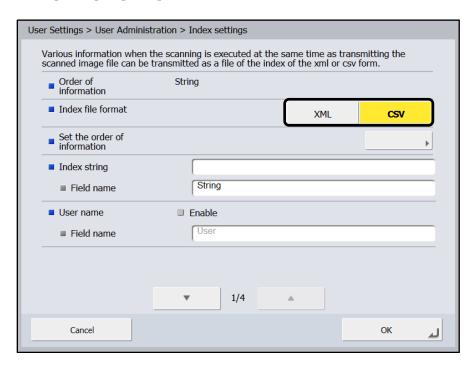
The screen returns to the User Administration screen.

6. If necessary, press [Index settings] to specify the content of index files (metadata) that is attached to the user's scanned image files.



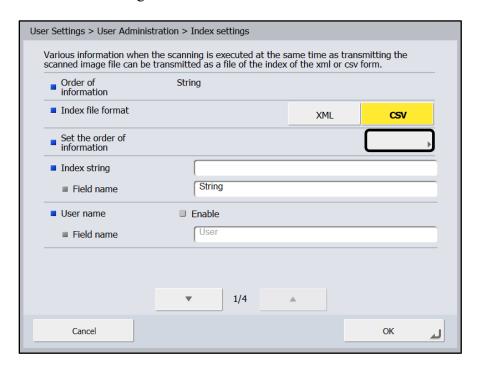
The Index Settings screen appears.

6.1 Press [XML] or [CSV] to select the file format of the index files.



'CSV' is the default file format.

6.2 Press the button next to <Set the order of information> to configure the order of the items that are included in the index file, and enable Index items on the Index settings screen.



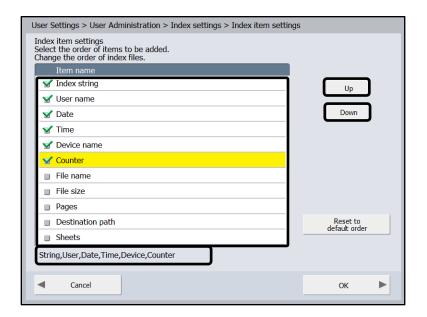
172

6.2.1 Select the check boxes next to the items you want to include in the index file, as well as enable items on the Index settings screen.



6.2.2 To change the order (position) of an item in the index file, select the item \rightarrow press [Up] or [Down].

The items are added, as you make your selections, as shown at the bottom of the item list.



NOTE

The [Index string] check box is always selected. You cannot clear the check box. All other check boxes can be cleared.

6.2.3 If you want to reset the order of the items to the default order, press [Reset to default order].

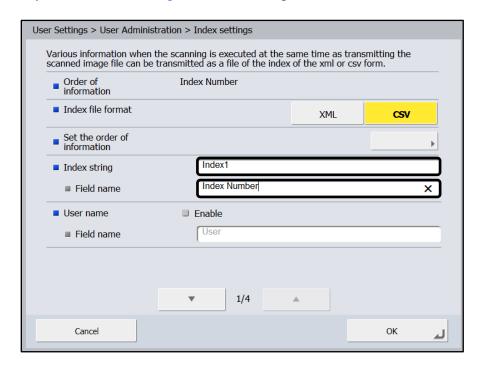
The order of the items returns to the default order.

6.2.4 Press [OK] to return to the Index settings screen.

If you do not want to specify these settings, press [Cancel].

6.3 If you want to add text to the index file, press the [Index string] text box → enter the text string → press the [Field name] text box → enter a name for the Index String field.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



^{&#}x27;String' is the default Field name.

Next to <Order of information> at the top of the screen, the index items appear in the order that you set in step 6.2.2, as you make your selections.

To change the order of any of the index items, see step 6.2.2.

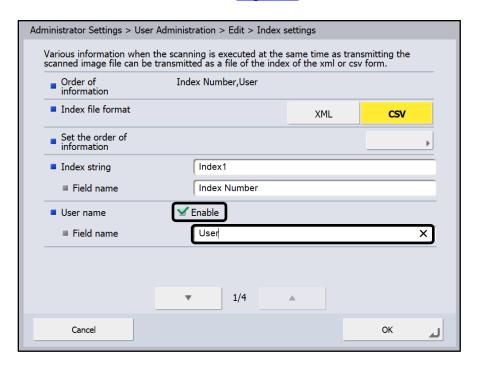
∅ NOTE

You cannot use these characters in the text string: & " ' <>

6.4 If you want to add your user name to the index file, press the [Enable] check box next to <User name> → press the [Field name] text box → enter a name for the User Name field.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See step 6.2.1.



^{&#}x27;User' is the default field name.

Next to <Order of information> at the top of the screen, the index items appear in the order that you set in step 6.2.2, as you make your selections.

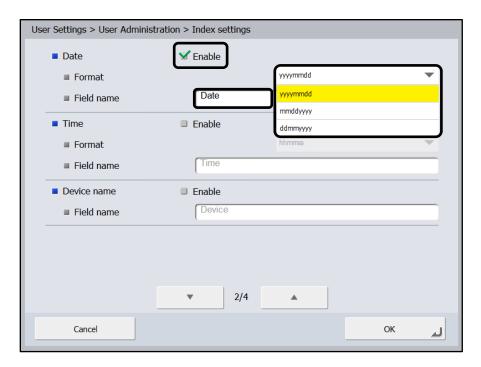
To change the order of any of the index items, see step 6.2.2.

6.5 Press [▼] to continue specifying the Index settings.

6.6 If you want to add the date to the index file, press the [Enable] check box next to <Date> → from the Format drop-down list, select a date format → enter a name for the Date field.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See step 6.2.1.



^{&#}x27;Date' is the default field name.

To change the order of any of the index items, see step 6.2.2.

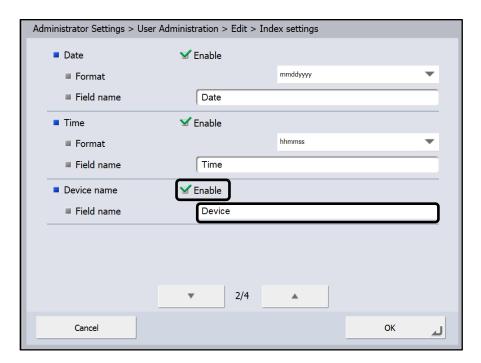
6.7 Repeat step 6.6 to specify the Time settings.

The time set on the device is used.

6.8 If you want to add the device name to index file, press the [Enable] check box next to <Device name> → press the [Field name] text box → enter a name for the Device Name field.

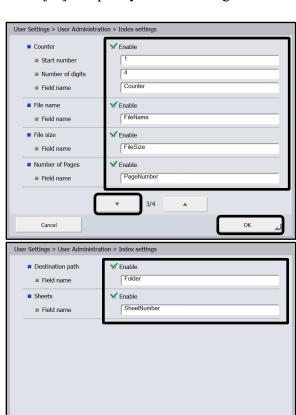
For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

The [Enable] check box may have already been selected from the <Set the order of information> screen. See step 6.2.1.



^{&#}x27;Device' is the default field name.

To change the order of any of the index items, see step 6.2.2.



4/4

Cancel

6.9 Press $[\mathbf{v}] \rightarrow$ specify the remaining Index settings \rightarrow press [OK].

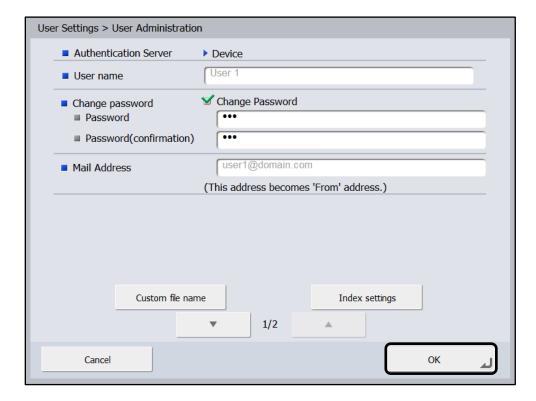
The remaining settings are described in the table below.

Setting	Description
Counter	Press the [Counter] check box to include a counter in the index file. Then, enter the starting value of the counter, the number of digits, and field name.
File Name	Press the [File Name] check box to include a file name in the index file. Then, enter a name for the File Name field.
File Size	Press the [File Size] check box to include the file size in the index file. Then, enter a name for the File Size field.
Number of Pages	Press the [Number of Pages] check box to include the number of pages that are in the scanned image in the index file. Then, enter a name for the Number of Pages field.
Destination Path	Press the [Destination Path] check box to include the path to the index file. Then, enter a name for the Destination Path field.
Sheets	Press the [Sheets] check box to include the number of images in the scanned file. Then, enter a name for the Sheets field.

ОК

The Index settings are complete.

7. Press [OK].



The User Administration settings are complete.

3.2 Configuring the Job Button Settings

This section describes how to configure your Job Button Settings for the Scan Kiosk II application.

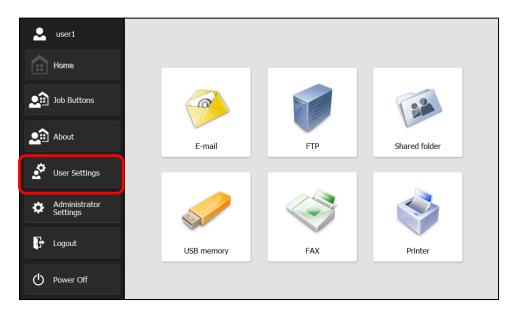
3.2.1 Creating a New Job Button and Specifying the Job Button Settings

This section shows how to create a new job button, and specify the job button settings.

1. Log on to Scan Kiosk II.

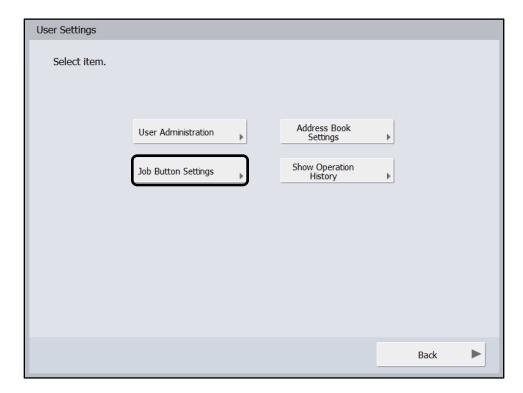
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

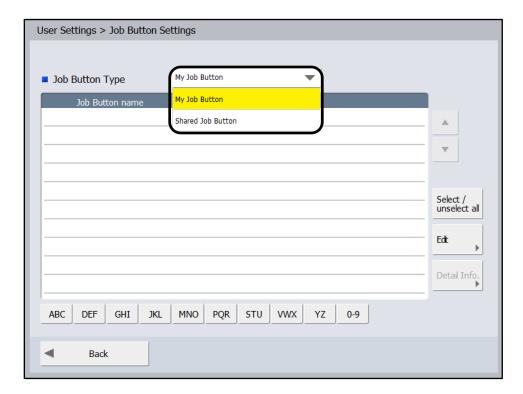
3. Press [Job Button Settings].



The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

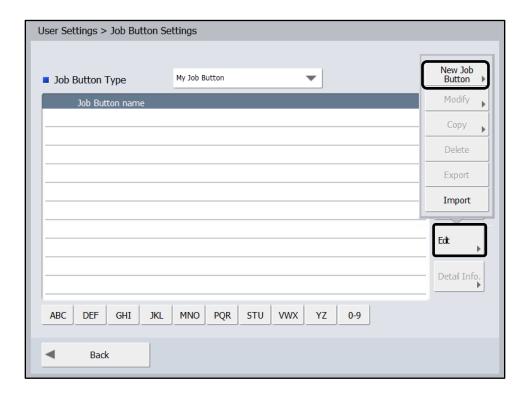
4. From the Job Button Type drop-down list, select the type of Job Button you want to create.



If you select [Shared Job Button], any user who logs on to Scan Kiosk II can use your shared job button.

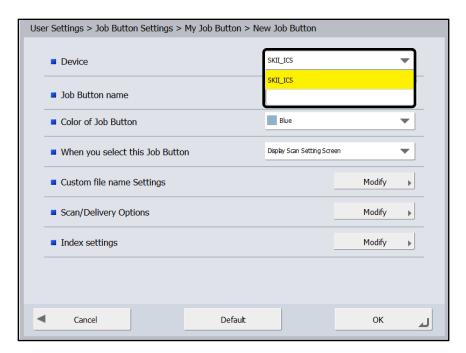
If you do not want to create a new job button, press [Back].

5. Press [Edit] \rightarrow [New Job Button].



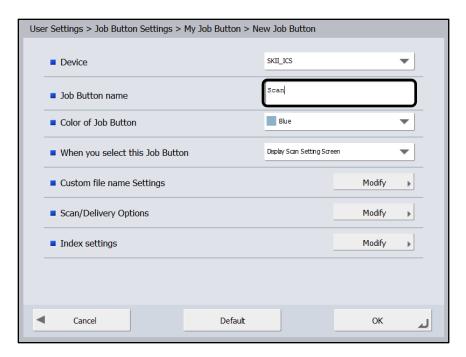
The New Job Button screen appears.

- 6. Specify the Job Button Settings.
 - To specify on which device this job button appears, select the device from the Device drop-down list.



6.2 In the [Job Button name] text box, enter a name for the button.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

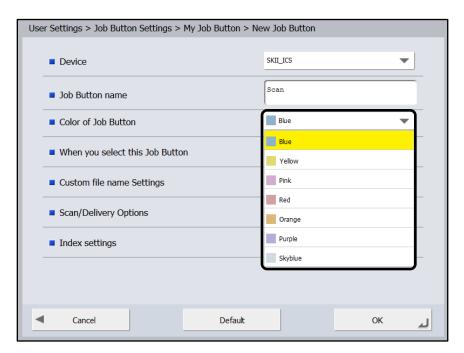


If you want the job button name to be on two lines, press [ENTER] on the keyboard to insert a line break.

∅ NOTE

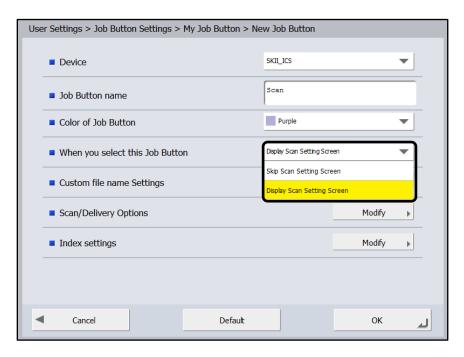
Job buttons are sorted and displayed by job button name. If you want to display job buttons in a particular order, insert sequential letters or numbers before the name.

6.3 If necessary, from the Color of Job Button drop-down list, select a color for the job button.



^{&#}x27;Blue' is the default job button color.

6.4 From the When you select this Job button drop-down list, press the desired action for the job button.



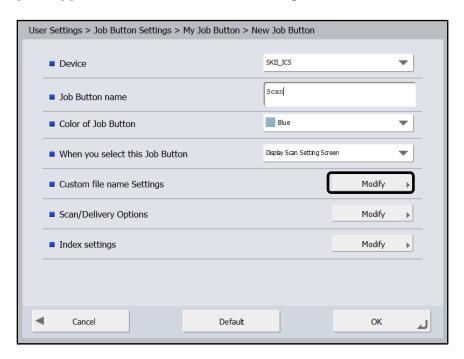
[Skip Scan Setting Screen]: After the job button is pressed, scanning

starts automatically.

[Display Scan Setting Screen]: After the job button is pressed, the Scan

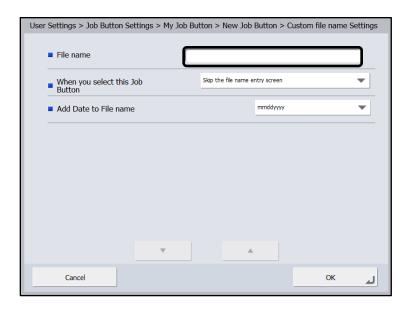
Settings screen is displayed.

6.5 To specify the Custom File Name Settings for scanned image files, press [Modify] next to <Custom file name Settings>.

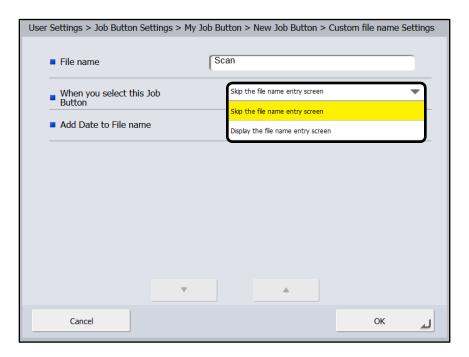


6.5.1 Press the [File name] text box → enter a baseline name for the scanned image file.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



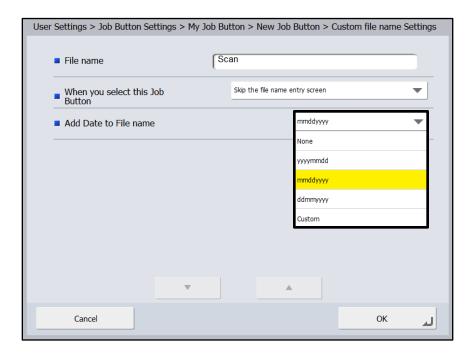
6.5.2 From the When you select this Job Button drop-down list, select the desired action for the job button.



[Display the file name entry screen]: Select to provide the user the option to change the file name.

[Skip the file name entry screen]: Select if you do not want the user to change the file name.

6.5.3 From the Add Date to File name drop-down list, select the date format to add to the scanned image file.



Select [None] if you do not want to add the date to the image file.

• IMPORTANT

Select [Custom] to configure additional custom file name settings. For instructions, see <u>step 5</u> of <a href=""Configuring the User Administration Settings," on p. 160.

6.5.4 Press [OK].

The Custom File Name Settings are complete.

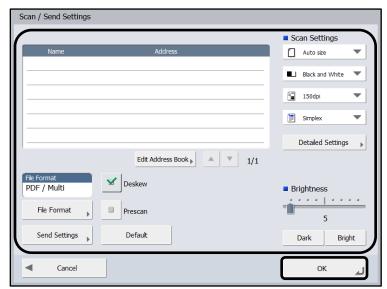
If you do not want to specify the Custom File Name Settings, press [Cancel].

6.6 To specify the Scan/Delivery Options for scanned image files, press [Modify] next to <Scan/Delivery Options>.



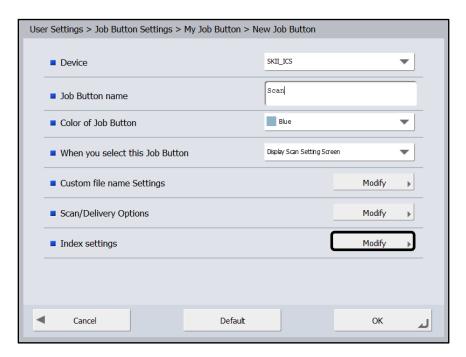
6.6.1 Specify the Scan and Send Settings for the job button → press [OK]. For instructions, see "Specifying the Scan and Send Settings," on p. 102.

You can also press [Edit Address Book], and add new addresses to your address book.

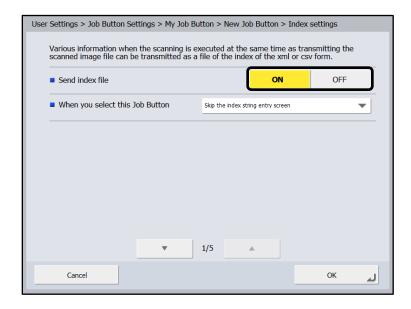


If you do not want to specify the Scan and Send Settings, press [Cancel].

6.7 To specify the Index Settings for scanned image files, press [Modify] next to <Index settings>.

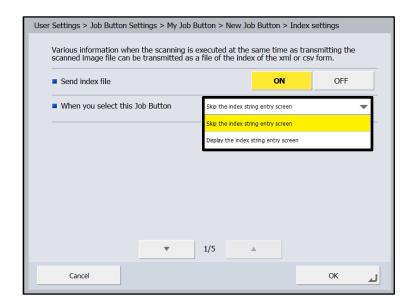


6.7.1 Press [ON] to attach index files (metadata) to the scanned image file after you press the job button, and to activate the When you select this Job Button drop-down list.



'OFF' is the default setting.

6.7.2 If you selected [ON] in the previous step, select the desired action for the job button from the When you select this Job Button drop-down list.



[Display the index string entry screen]: Enables the user to

change the index string.

[Skip the index string entry screen]: Select if you do not want the user to change

the index string.

• IMPORTANT

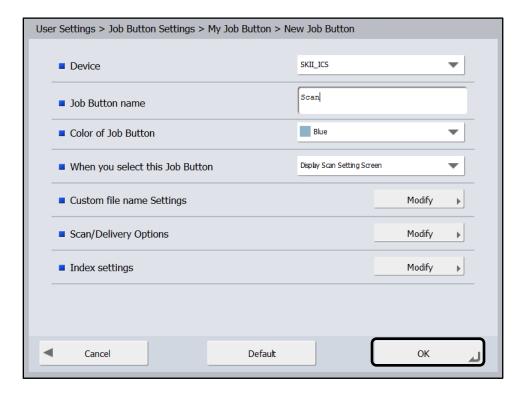
To configure additional Index settings, press [▼] or [▲]. For instructions, see <u>step 6</u> of <u>"Configuring the User Administration Settings,"</u> on p. 170.

6.7.3 Press [OK].

The Index Settings are complete.

If you do not want to specify the Index Settings, press [Cancel].

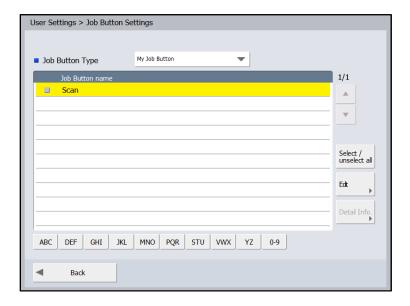
7. Press [OK].



If you want to return the Job Button Settings to their default settings, press [Default].

If you do not want to specify the Job Button Settings, press, [Cancel].

The Job Button Settings are complete, and the Job Button Settings screen is displayed.



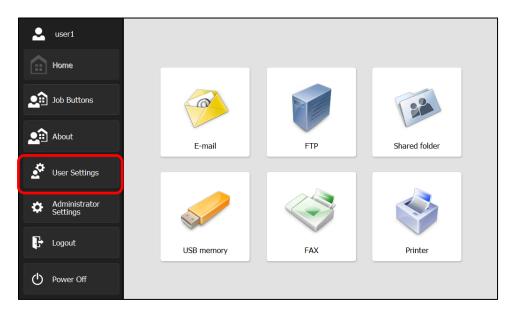
3.2.2 Modifying the Job Button Settings

This section shows how to modify the job button settings.

1. Log on to Scan Kiosk II.

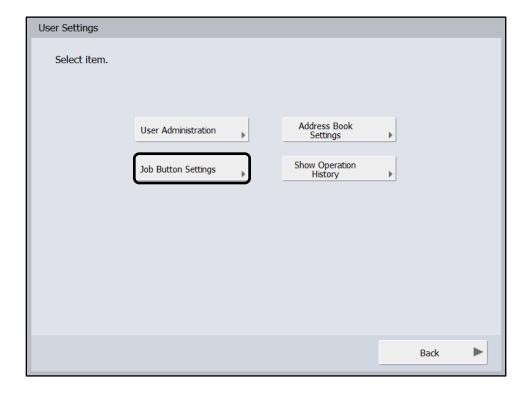
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

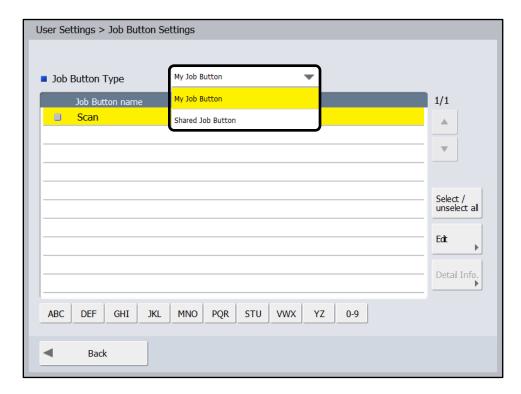
3. Press [Job Button Settings].



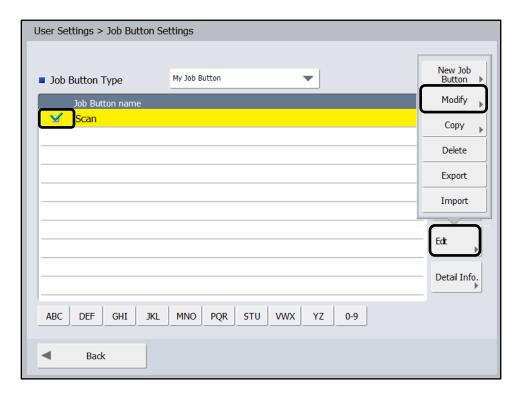
The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

4. From the Job Button Type drop-down list, select the type of Job Button you want to modify.



5. Select the check box next to the job button that you want to modify \rightarrow press [Edit] \rightarrow [Modify].



6. Modify the job button settings, as shown in steps 6 and 7 of "Creating a New Job Button and Specifying the Job Button Settings," on p. 180.

The Job Button Settings are complete.

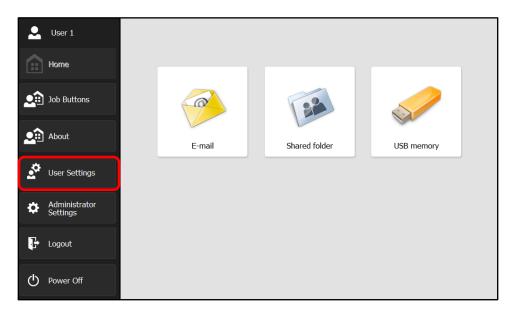
3.2.3 Copying a Job Button

This section shows how to copy a job button and register it as a new job button.

1. Log on to Scan Kiosk II.

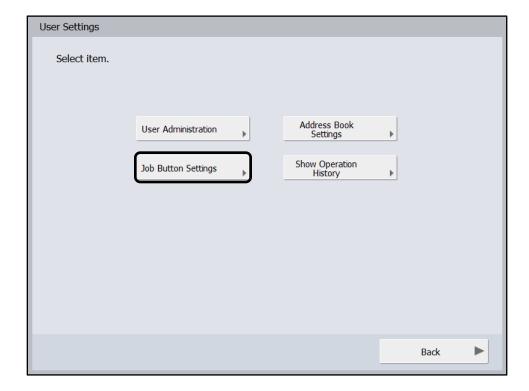
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

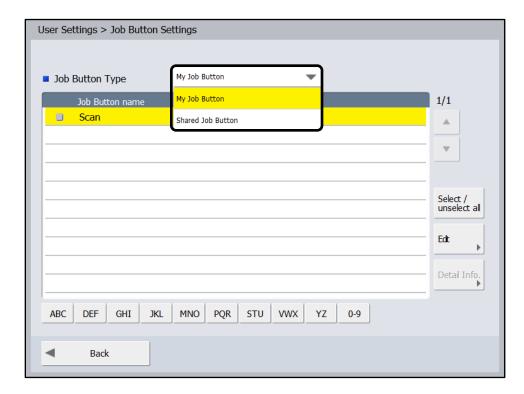
3. Press [Job Button Settings].



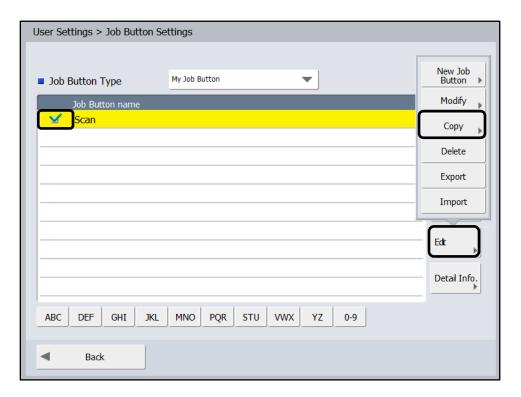
The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

4. From the Job Button Type drop-down list, select the type of Job Button you want to modify.

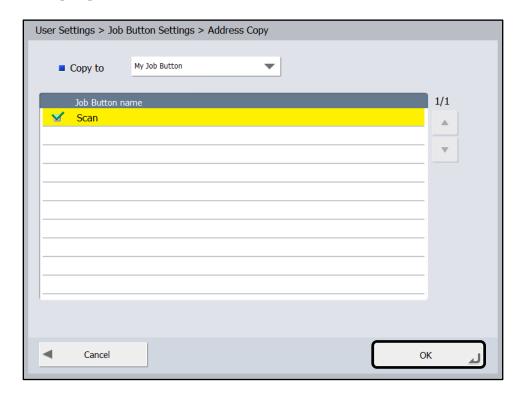


5. Select the check box next to the job button that you want to copy → press [Edit] → [Copy].



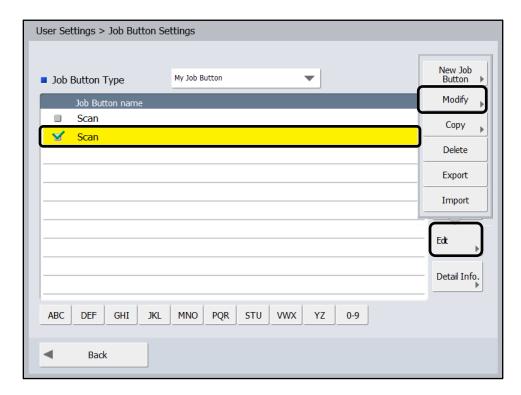
The Copy screen appears.

6. Press [OK].

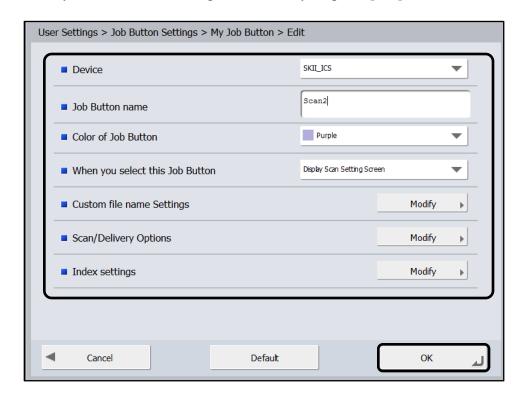


A duplicate job button with the same name as the copied button is created.

7. If you want to modify the copied job button, select the copied job button → press [Edit] → [Modify].

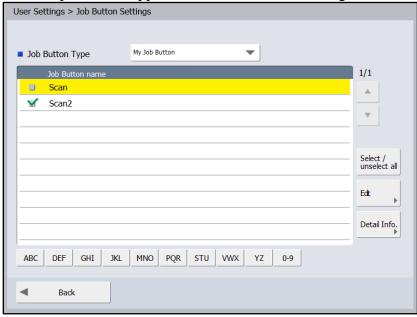


8. Modify the Job Button settings, as necessary \rightarrow press [OK].



For instructions on specifying the Job Button Settings, see "Creating a New Job Button and Specifying the Job Button Settings," on p. 180.

The new job button appears on the Job Button Settings screen, as shown below.



The Job Button Settings are complete.

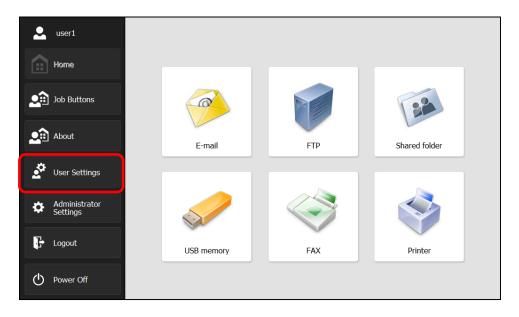
3.2.4 Deleting a Job Button

This section shows how to delete a job button.

1. Log on to Scan Kiosk II.

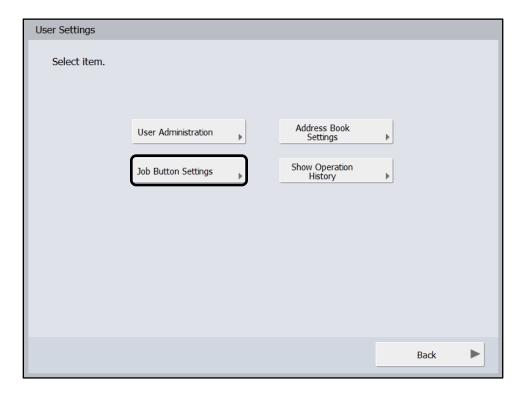
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

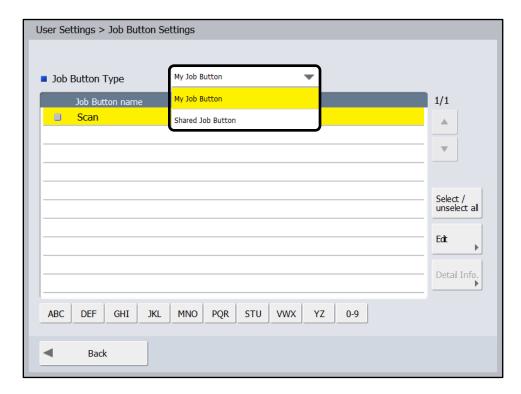
3. Press [Job Button Settings].



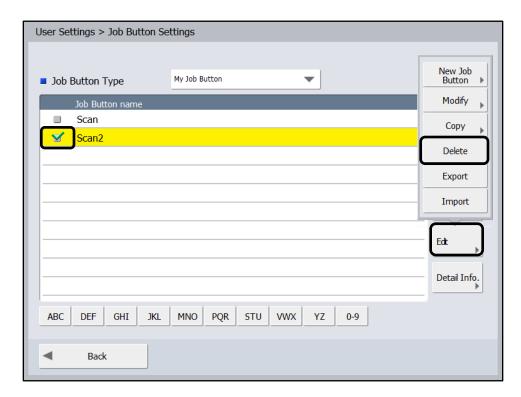
The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

4. From the Job Button Type drop-down list, select the type of Job Button you want to modify.

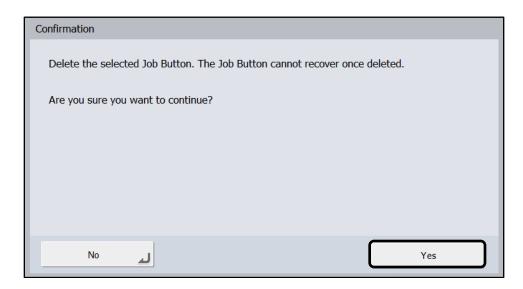


5. Select the check box next to the job button that you want to delete → press [Edit] → [Delete].



A confirmation message appears.

6. Press [Yes] to delete the job button.



If you do not want to delete the selected job button, press [No].

The job button is deleted.

3.2.5 Exporting a Job Button

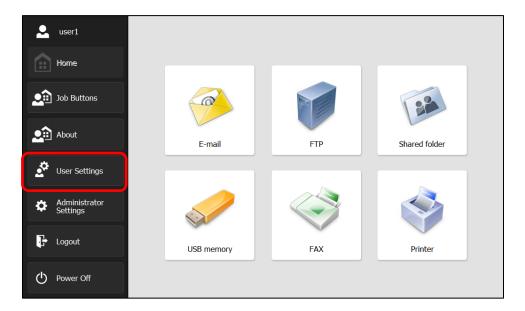
This section shows how to export a job button's settings to a specified shared folder on a designated server, as a file in the CSV format.

Export job buttons when you want to back them up or move them to a different server.

1. Log on to Scan Kiosk II.

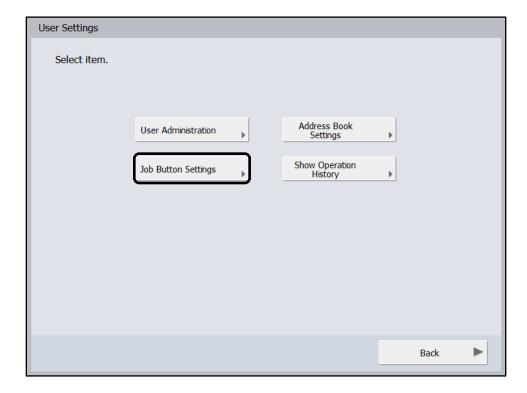
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

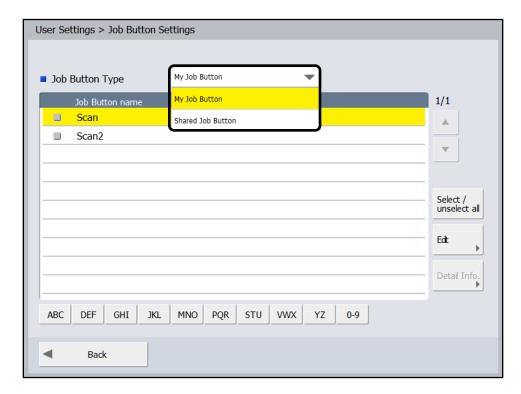
3. Press [Job Button Settings].



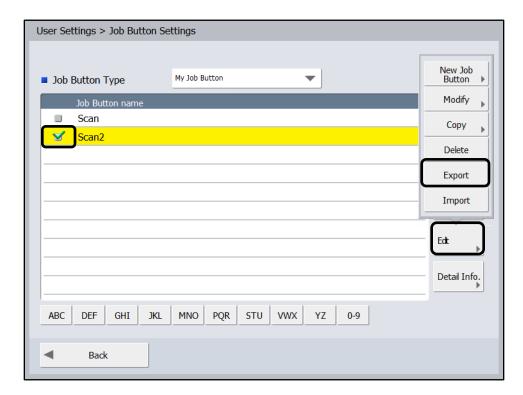
The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

4. From the Job Button Type drop-down list, select the type of Job Button you want to modify.



5. Select the check box next to the job button that you want to export → press [Edit] → [Export].



You can export multiple job buttons at the same time.

6. Press the [Host name] text box → enter the host name of the computer to where you want to export the job button settings.

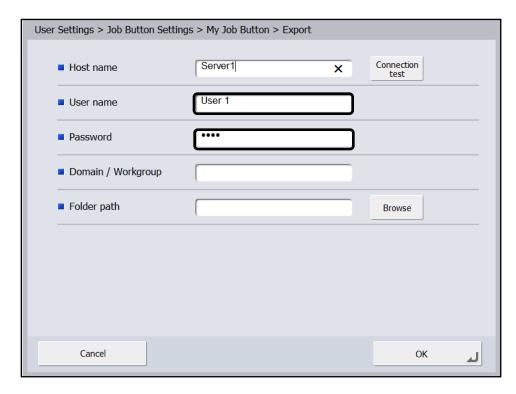
Press [Connection test] to check that the host name connected to the network successfully. If the connection is successful, 'OK' is displayed. If the connection failed, 'NG' (No Good) is displayed.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



7. Press the [User name] text box → enter the name of the user who has access to the server. Press the [Password] text box → enter the user's password.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

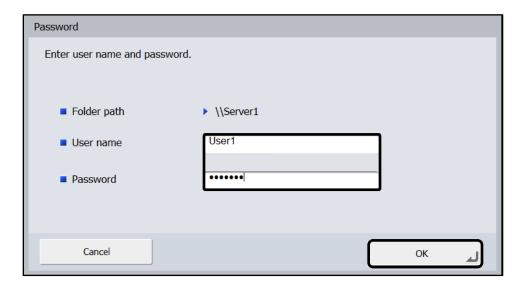


8. Press the [Domain / Workgroup] text box → enter the domain or workgroup name.

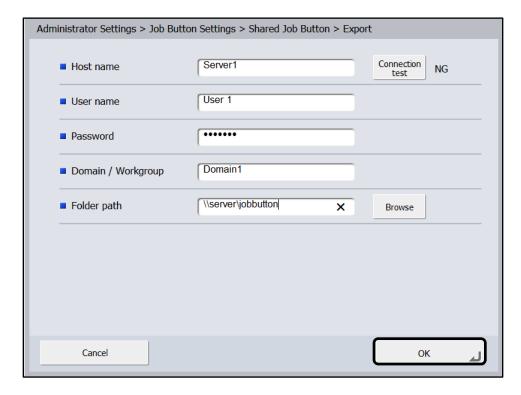
9. Press the [Folder path] text box → enter the folder path directly into the text box, or press [Browse] to navigate to the folder.



If you press [Browse] and have entered invalid user credentials, you must enter the user credentials again to gain access to the folder on the server, and then press [OK], as shown below.



10. Press [OK].



The Job Button Export settings are complete.

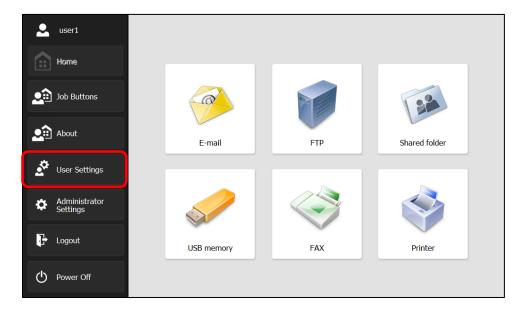
3.2.6 Importing a Job Button

This section shows how to import a job button from a shared folder on a server to the Scan Kiosk II application.

1. Log on to Scan Kiosk II.

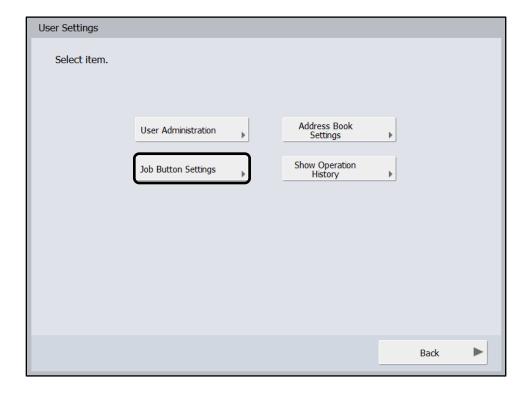
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

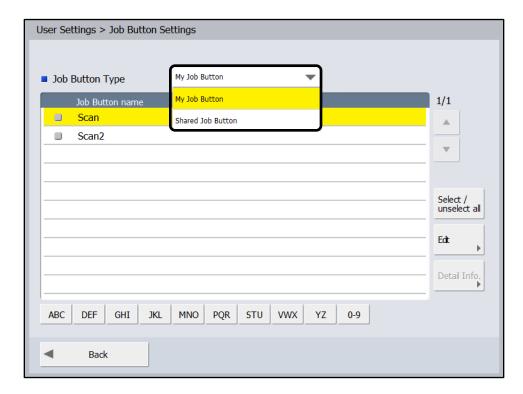
3. Press [Job Button Settings].



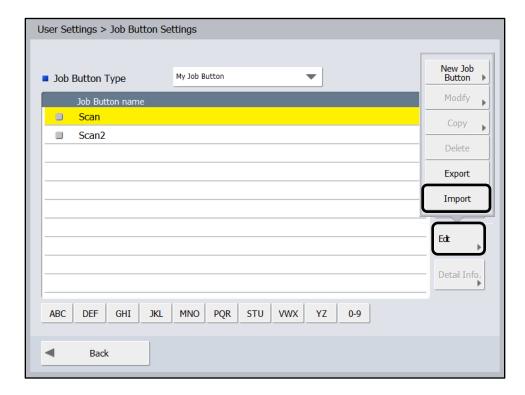
The Job Button Settings screen appears.

To go back to the previous screen, press [Back].

4. From the Job Button Type drop-down list, select the type of Job Button you want to modify.



5. Press [Edit] \rightarrow [Import].



The Import screen appears.

6. Press the [Host name] text box → enter the host name of the computer that contains the Job Button Settings that you want to import.

Press [Connection test] to check that the host name connected to the network successfully. If the connection is successful, 'OK' is displayed. If the connection failed, 'NG' (No Good) is displayed.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



7. Press the [User name] text box → enter the name of the user who has access to the server. Press the [Password] text box → enter the user's password.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

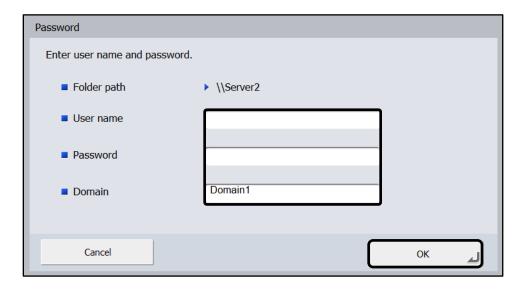


8. Press the [Domain / Workgroup] text box → enter the domain or workgroup name.

9. Press the [Job Buttons Setting file] text box → enter the folder path to the job button settings file directly, or press [Browse] to navigate to the file.

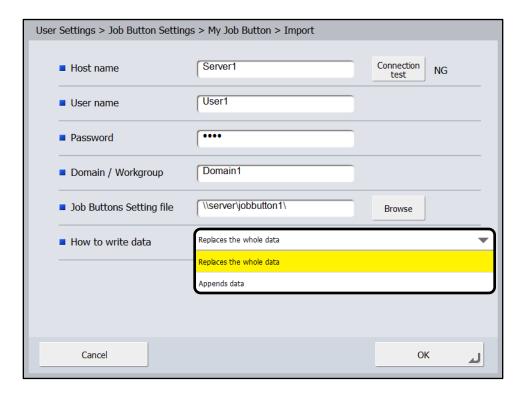


If you press [Browse] and your user credentials are not found, you must enter the correct user credentials, the domain of the folder on the server, and then press [OK], as shown below.



If you do not want to correct your user credentials, press [Cancel].

10. From the How to write data drop-down list, select the action to perform when importing the job button setting file.



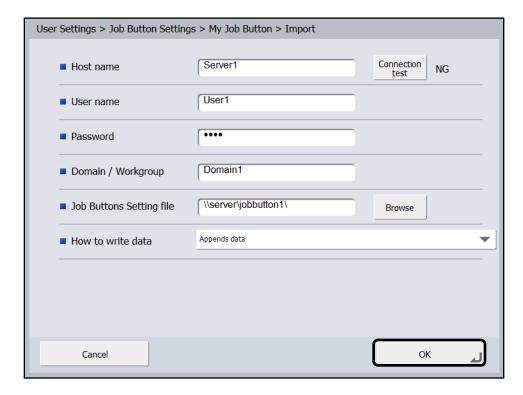
[Replaces the whole data]: Deletes all currently registered job buttons, and

overwrites them with the imported job buttons.

[Appends data]: Adds the imported job buttons to the currently

registered job buttons.

11. Press [OK].



The Job Button Import settings are complete.

3.3 Configuring the Address Book Settings

This section describes how to create a new address, and how to modify, copy, delete, export, and import addresses into the address book.

• IMPORTANT

If you cannot access the [Edit] button on the Address Book Settings screen, the Administrator may have restricted the editing of My Address Book and Shared Address Book. For more information, please contact your Scan Kiosk II Administrator.

3.3.1 Creating a New Address

This section shows how to create a new address.

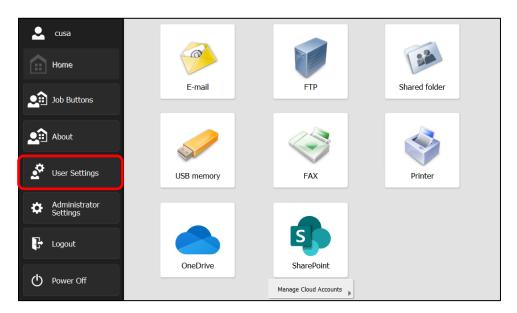
O IMPORTANT

- Up to a total of 1,000 addresses can be registered in the Shared Address Book, My Address Book, Shared Job Button, and My Job Button.
- Up to 100 addresses can be registered in a group.
- The available settings vary, depending on the type of address selected (E-Mail, Shared Folder, or Group).

1. Log on to Scan Kiosk II.

For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

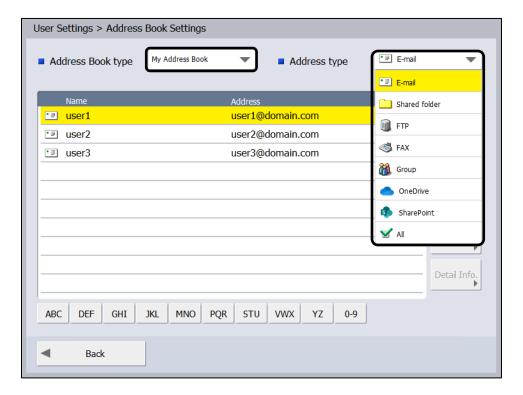
3. Press [Address Book Settings].



The Address Book Settings screen appears.

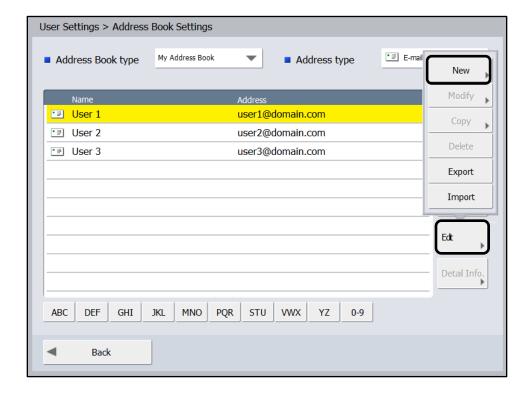
To go back to the previous screen, press [Back].

4. From the Address Book type drop-down list, select the address book type (Shared Address Book or My Address Book) → from the Address type drop-down list, select the address type you want to create.



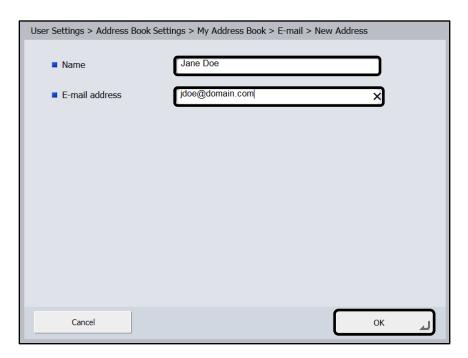
If you do not want to create a new address, press [Back].

5. Press [Edit] \rightarrow [New].



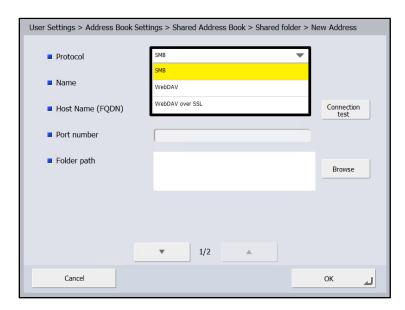
The New Address screen appears.

5.1 If you selected [E-mail] in step 4, press the [Name] text box → enter a name for the sender's e-mail address → press the [E-mail address] text box → enter the sender's e-mail address → press [OK].



- 5.2 If you selected [Shared folder] in step 4, press [Edit] \rightarrow [New].
 - 5.2.1 From the Protocol drop-down list, select the protocol to use when sending files to shared folders.

You can select [SMB], [WebDAV], or [WebDAV over SSL].



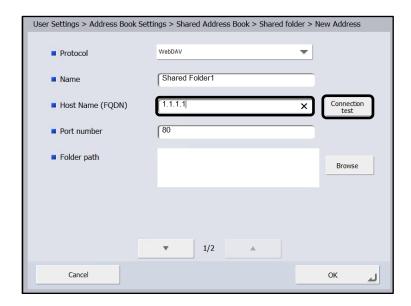
• IMPORTANT

Select [WebDAV] or [WebDAV over SSL] to activate the Port number and Use HTTP proxy settings.

5.2.2 Press the [Name] text box → enter the name to appear in the address book.

5.2.3 Press the [Host Name (FQDN)] text box → enter the fully qualified domain name of the computer that contains the publicly shared folder.

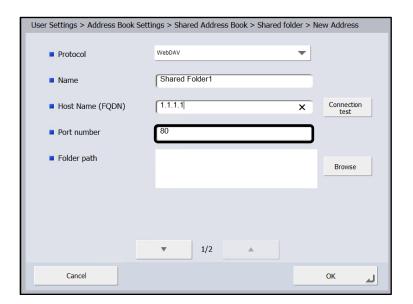
If necessary, press [Connection test] to test the connection to the computer.



If the connection is successful, 'OK' is displayed. If the connection failed, 'NG' (No Good) is displayed.

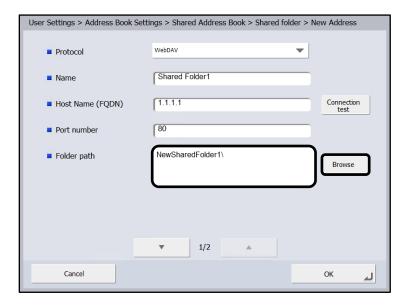
5.2.4 If [WebDAV] or [WebDAV over SSL] was selected in step 5.2.1, press the [Port number] text box → enter the port number for the HTTP connection.

The standard WebDAV port number is '80'. The standard WebDAV over SSL port number is '443'.



5.2.5 Press the [Folder path] text box → enter the new shared folder's name directly, or press [Browse] to navigate to the folder.

If you press [Browse], you must enter the user credentials, and then press [OK].



O IMPORTANT

You must add a backslash (\) to the end of the folder path. This enables users to create folders on the root of the share.

5.2.6 Press [▼] to continue to specify the Shared Folder settings.

5.2.7 Press the [Use HTTP proxy] check box to enable the use of an HTTP proxy server for WebDAV protocols.



If the SMB protocol is selected, the Use HTTP proxy check box is grayed-out, and cannot be selected.

5.2.8 In the [User name] and [Password] text boxes, enter the user name and password of a user account that has "Write" permissions for the shared folder.

If you want to save the password of the user account, press the [Save password] check box.

O IMPORTANT

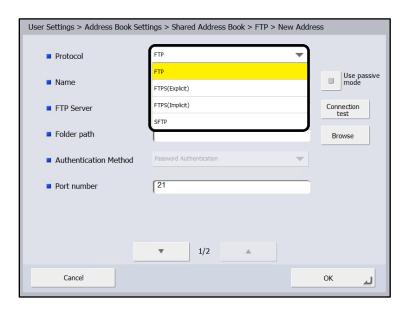
If the user credentials are not set, the user's log on credentials are used, if available.

5.2.9 If [SMB] was selected in step 5.2.1, enter the Fully Qualified Domain or Workgroup name that is associated with the user in the [Fully Qualified Domain/Workgroup] text box.

If a different protocol, other than [SMB] is selected, the Fully Qualified Domain/Workgroup field is grayed-out.

- 5.3 If you selected [FTP] in step 4, press [Edit] \rightarrow [New].
 - 5.3.1 From the Protocol drop-down list, select the FTP protocol to use when sending files to an FTP server.

You can select [FTP], [FTPS(Explicit)], [FTP(Implicit)], or [SFTP].



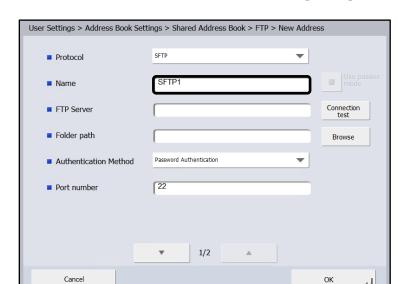
FTP: The File Transfer Protocol is used to transfer computer files between a client and a server on a computer network.

FTPS(Explicit): An unencrypted FTP connection, which switches to a secure SSL connection over port 21, prior to you being granted access to the FTP server.

FTPS(Implicit): An SSL connection that establishes instantly over the default port of 990 prior to you being granted access to the FTP server.

SFTP: The Secure File Transfer Protocol facilitates data access and data transfer over an SSH (Secure Shell) data stream.

If you want to connect to the FTP server through a firewall, select the [Use passive mode] check box. If you selected [SFTP], the [Use passive mode] check box is grayed out.



5.3.2 Enter the name of the new FTP server in the [Name] text box.

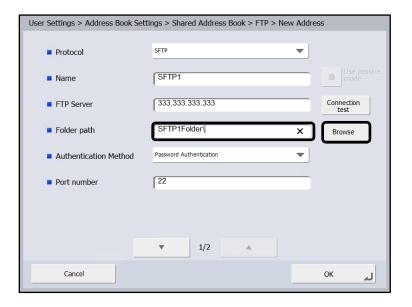
5.3.3 Press the [Name] text box → enter the IP address or host name of the FTP server.

If necessary, press [Connection test] to test the connection to the server.

If the connection is successful, 'OK' is displayed. If the connection failed, 'NG' (No Good) is displayed.

5.3.4 Press the [Folder path] text box → enter the new folder path directly, or press [Browse] to navigate to the folder.

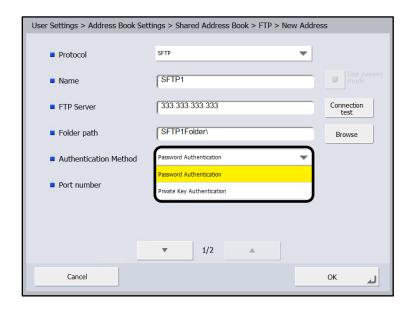
If you press [Browse], you must enter the user credentials, and then press [OK].



O IMPORTANT

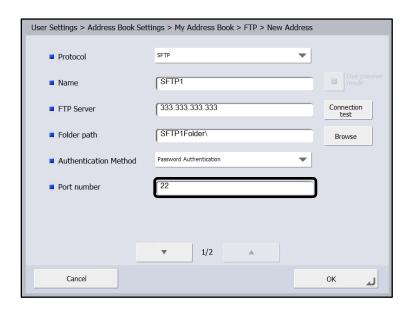
You must add a backslash (\) to the end of the folder path. This enables users to create folders on the root of the share.

5.3.5 From the Authentication Method drop-down list, select [Password Authentication] or [Private Key Authentication] for the authentication method to use for the SFTP protocol.



The Authentication Method drop-down list is only active when SFTP is selected as the Protocol.

5.3.6 If necessary, press the [Port number] text box → enter the port number of the FTP server.

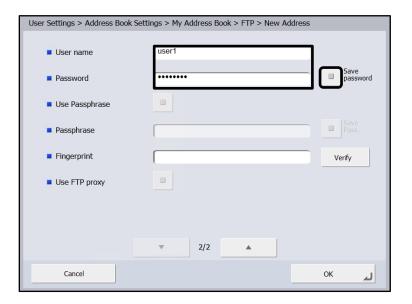


The Port number is populated automatically, depending on the Protocol you selected in step 5.3.1.

5.3.7 Press [▼] to continue to specify the FTP settings.

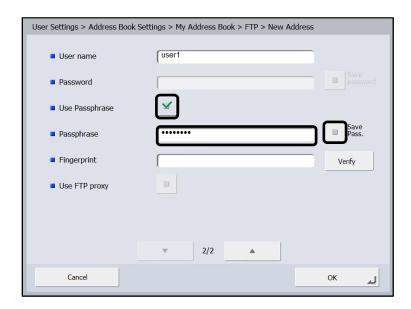
- 5.3.8 Press the [User name] text box → enter your user name to gain access to the FTP server → proceed to the next step.
- 5.3.9 If you selected [SFTP] as the Protocol, and [Password Authentication] as the Authentication Method, press the [Password] text box → enter your password to gain access to the FTP server.

If you want to save your password, select the [Save password] check box.



5.3.10 If you selected [SFTP] as the Protocol, and [Private Key Authentication] as the Authentication Method, select the [Use Passphrase] check box → press the [Passphrase] text box → enter the passphrase to gain access to the SFTP server.

If you want to save the passphrase, select the [Save Pass] check box.



5.3.11 If you selected [SFTP] as the Protocol and [Private Key Authentication] as the Authentication Method, press the [Fingerprint] text box → enter the fingerprint (shortened version of the Public Key) → press [Verify].

The SFTP server's fingerprint is verified.

• IMPORTANT

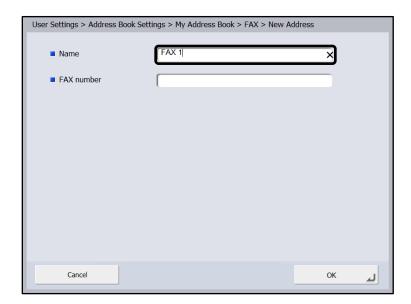
The [Fingerprint] field must always be set when using Secure FTP (SFTP) protocol.

- 5.3.12 If you selected [FTP] as the Protocol and you want to use an FTP Proxy Server, select the [Use FTP proxy] check box.
- 5.3.13 Press [OK].

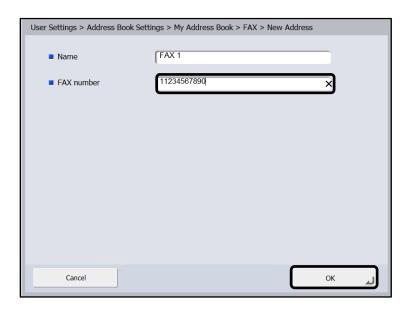
The new FTP server settings are complete.

If you do not want to specify the FTP server settings, press [Cancel].

- 5.4 If you selected [FAX] in step 4, press [Edit] \rightarrow [New].
 - 5.4.1 Press the [Name] text box \rightarrow enter the fax machine's name.



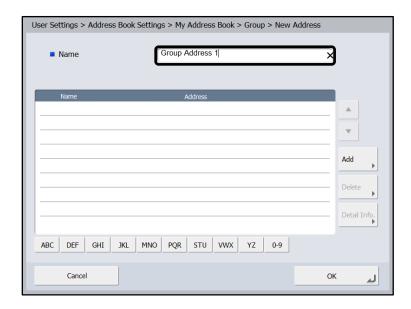
5.4.2 Press the [FAX number] text box → enter the fax number → press [OK].



The FAX settings are complete.

If you do not want to specify a FAX address, press [Cancel].

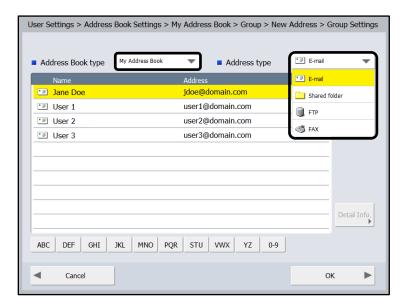
- 5.5 If you selected [Group] in step 4, press [Edit] \rightarrow [New].
 - 5.5.1 Press the [Name] text box \rightarrow enter a name for the group.



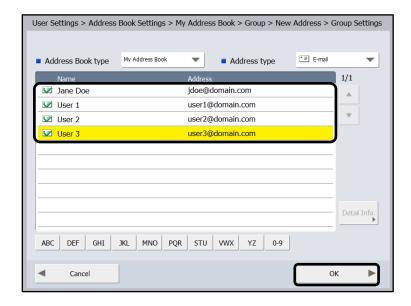
5.5.2 To add addresses to the group, press [Add].

The address list appears.

5.5.3 From the Address Book type drop-down list, select the address book that contains the addresses you want in the group → from the Address type drop-down list, select the address types (only E-mail and Shared folders are supported) you want displayed in the list.

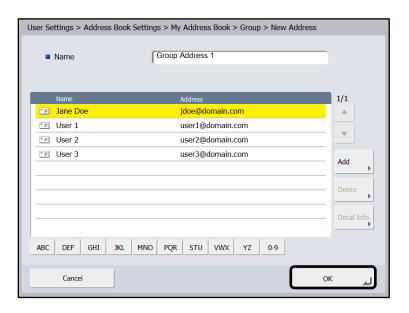


5.5.4 Select the addresses you want to include in the group → press [OK].



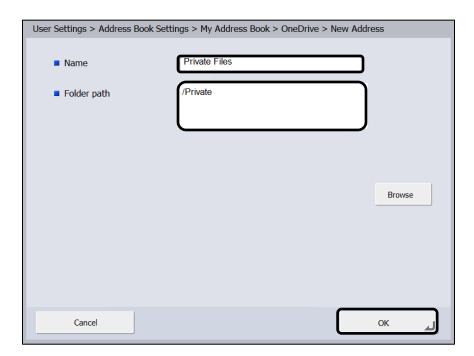
The addresses are added to the group.

5.5.5 Press [OK].



The Address Book Settings screen appears.

5.6 If you selected [OneDrive] in step 4, press the [Name] text box → enter a name for the destination folder → press the [Folder path] text box → enter the folder path in the OneDrive organizational structure → press [OK].



OneDrive

Path

Name
Documents
Pictures
Private
Public

Down

Alternatively, click [Browse] to browse your OneDrive folder structure.



Go down one level of the folder tree. Scan Kiosk II does down the folder that is currently highlighted.

OK



Go up one level of the folder structure.

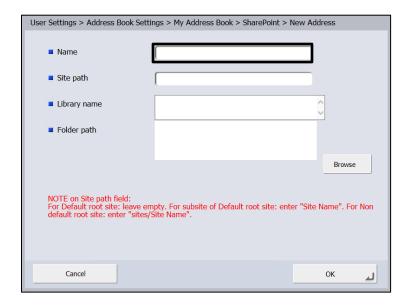


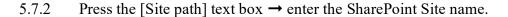
Page through the available sub-folders in the current folder.

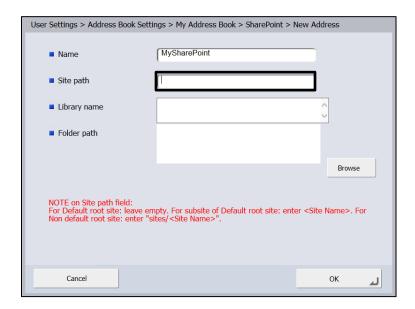
Press [OK] when you have selected the desired folder (appears in the [Path] text box).

Press [Cancel] to return to the previous screen.

- 5.7 If you selected [SharePoint] in step 4, press [Edit] → [New].
 - 5.7.1 Press the [Name] text box → enter the name to appear in the address book.

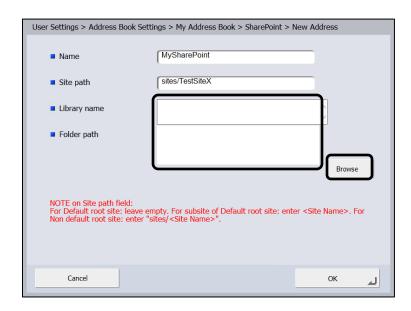




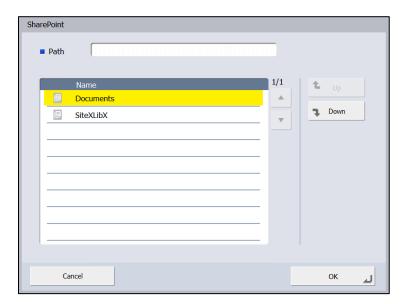


The site to enter depends on how you built your SharePoint account. If you do not have any sub-sites, or you want to use the default root account, leave [Site path] blank. If you want to use the default sub-site, enter that site name in [Site path]. If you want to use a non-default sub-site, enter "sites/<sub-site-name>" in [Site path]. For example, to use the non-default sub-site "TestSiteX", enter "sites/TestSiteX".

5.7.3 If you remember the names of the libraries and folder paths in the site, press the [Library name] and [Folder path] text boxes and enter the desired values.



After you have filled in the [Site path], you can also use the [Browse] button to navigate to the target scan destination.





Go down one level of the organizational structure. At first, Browse displays the default "Documents" folder along with all Libraries that are part of the selected [sub] site. Beneath each library is a set of folder structures which more resemble a common file system.

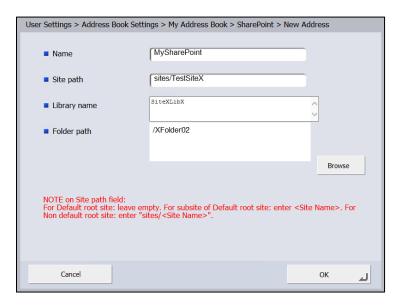
Scan Kiosk II does down the level that is currently highlighted



Go up one level of the organizational structure.



Page through the available sub-folders in the current folder.



6. Press [OK].

The New Address settings are complete.

If you do not want to specify the New Address settings, press [Cancel].

3.3.2 Modifying an Address

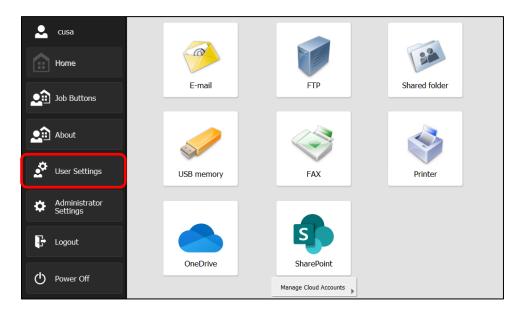
You can modify an address if you receive a send error, or if the address is incorrect and must be changed.

This section shows you how to view the detailed information of an address, and then modify it, if necessary.

1. Log on to Scan Kiosk II.

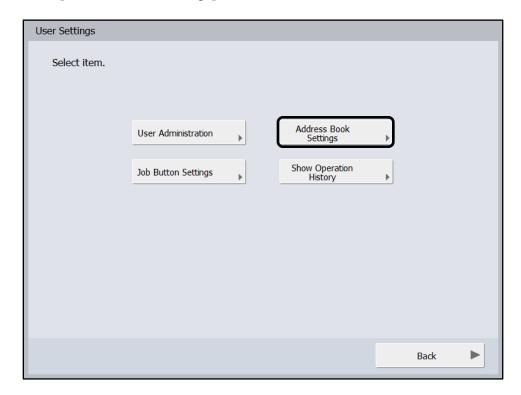
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

3. Press [Address Book Settings].

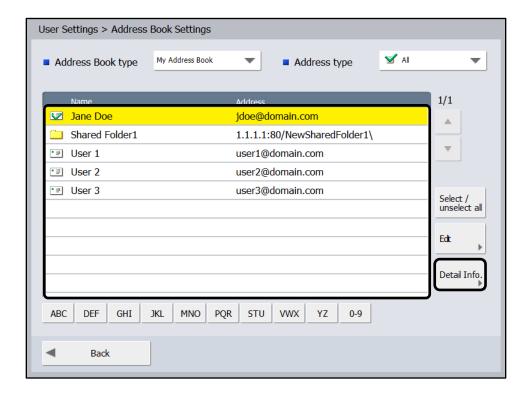


The Address Book Settings screen appears.

4. From the Address Book type drop-down list, select the address book type (Shared Address Book or My Address Book) → from the Address type drop-down list, select the address type you want to modify.

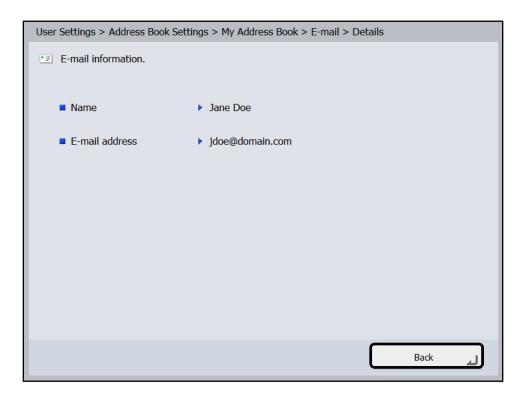


5. Select the address you want to modify from the list \rightarrow press [Detail Info].

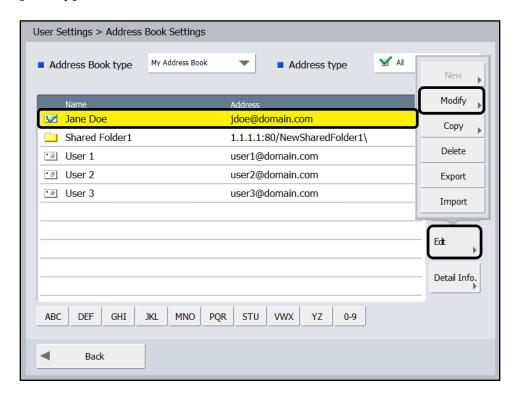


The Detailed Information screen for the address appears.

6. Check the detailed information for the selected address → determine what information needs to be changed → press [Back].



7. Make sure that the user you want to modify is still selected → press [Edit] → [Modify].



8. Modify the address.

For information on modifying the address, see steps 5.1 to 6 of <u>"Creating a New Address,"</u> on p. 227.

3.3.3 Copying an Address

This section shows how to copy an address, and register it as a new address. You can also copy addresses between a Shared Address Book and My Address Book.

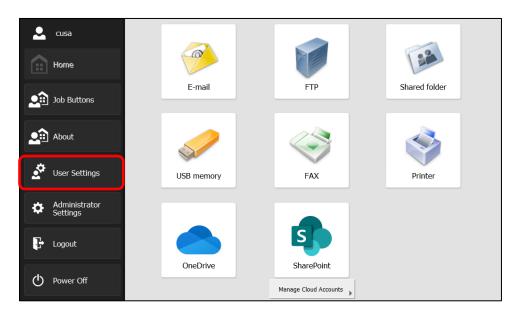
• IMPORTANT

If editing is restricted for only one Address Book (My Address Book or Shared Address Book), it is only possible to copy addresses from the one restricted address book and move them into the unrestricted address book.

1. Log on to Scan Kiosk II.

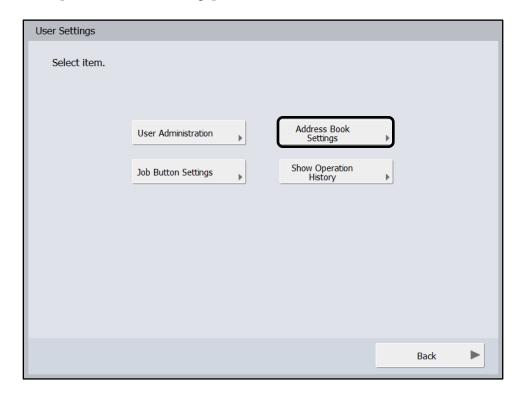
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



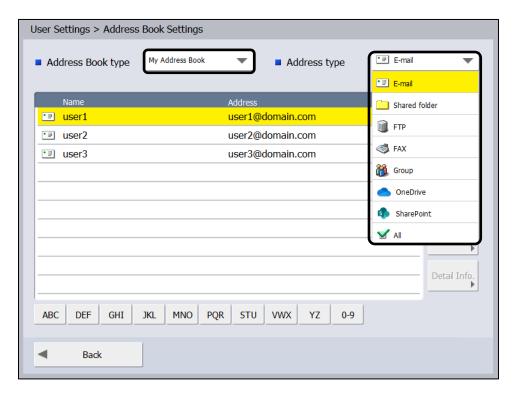
The User Settings screen appears.

3. Press [Address Book Settings].

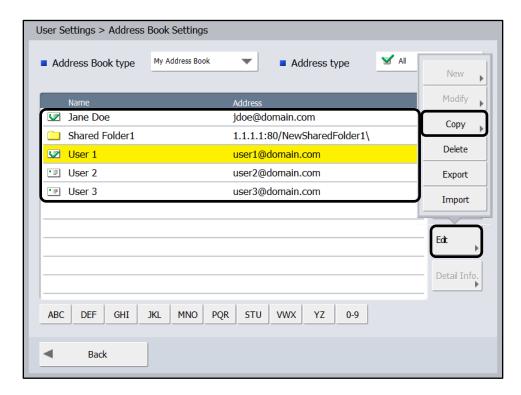


The Address Book Settings screen appears.

4. From the Address Book type drop-down list, select the address book type (Shared Address Book or My Address Book) → from the Address type drop-down list, select the address type you want to modify.

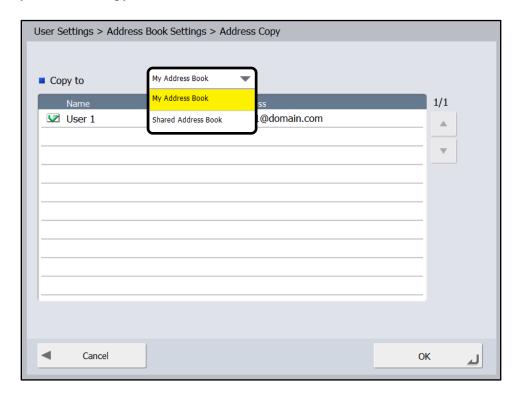


5. Select the address you want to copy from the list \rightarrow press [Edit] \rightarrow [Copy].



The Address Copy screen appears.

6. From the Copy to drop-down list, select the address book destination to where you want to copy the address.

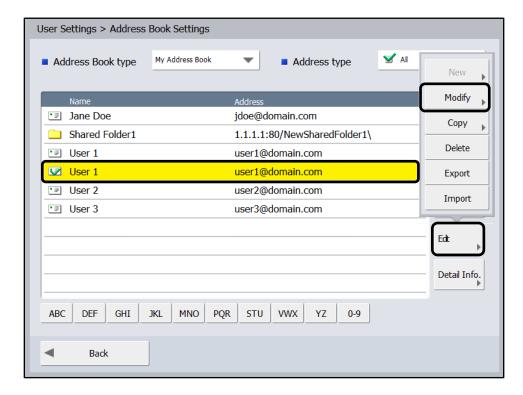


7. Make sure a check mark appears by the address you selected in step 5 → press [OK].

The copied address appears in the list.

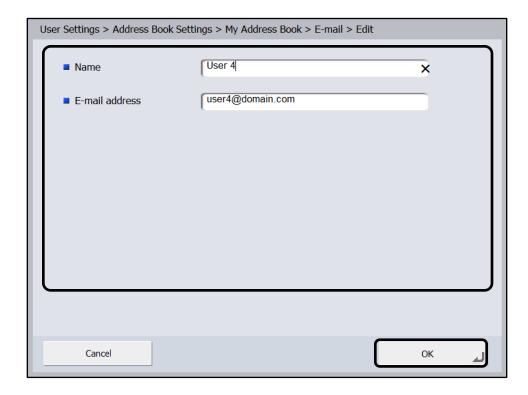
If you do not want to copy the address, press [Cancel].

8. If you want to modify the copied address, select the copied address → press [Edit] → [Modify].



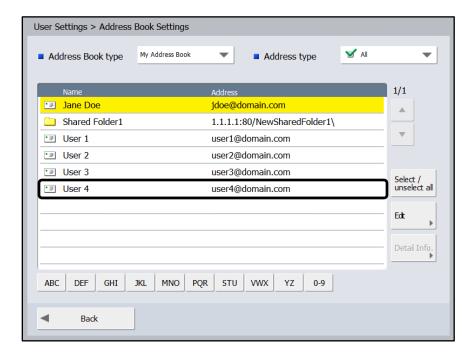
Depending on the address type you selected, the settings screen for that address type appears.

9. Modify the address, as necessary \rightarrow press [OK].



For instructions on specifying the address settings, see "Creating a New Address," on p. 227.

The new address appears in the address list, as shown below.



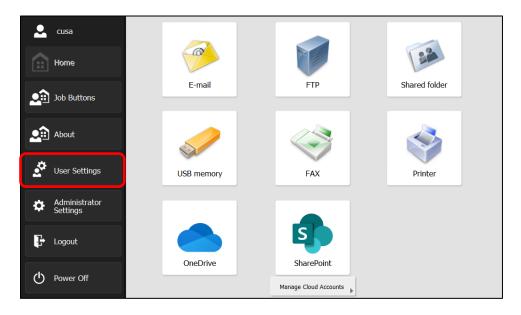
3.3.4 Deleting an Address

This section shows you how to delete an address from the selected address book.

1. Log on to Scan Kiosk II.

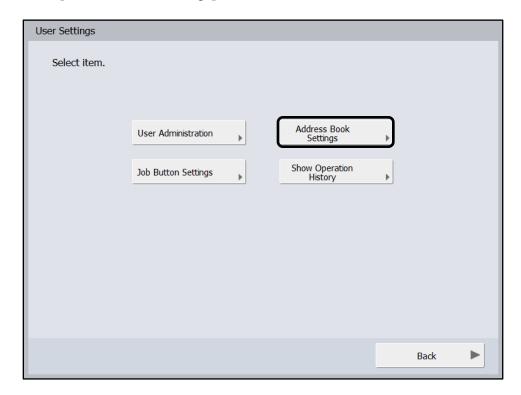
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



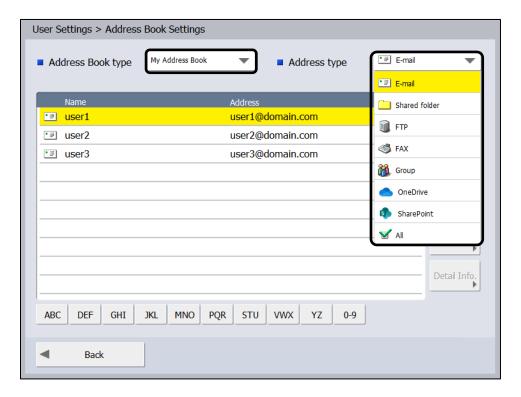
The User Settings screen appears.

3. Press [Address Book Settings].



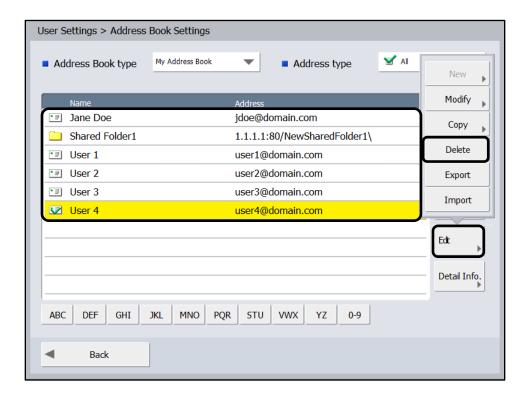
The Address Book Settings screen appears.

4. From the Address Book type drop-down list, select the address book type (Shared Address Book or My Address Book) → from the Address type drop-down list, select the address type you want to modify.



To go back to the previous screen, press [Back].

5. Select the address you want to delete \rightarrow press [Edit] \rightarrow [Delete].



A confirmation screen appears.

6. Press [Yes].



If you do not want to delete the address, press [No].

The address is deleted from the address book.

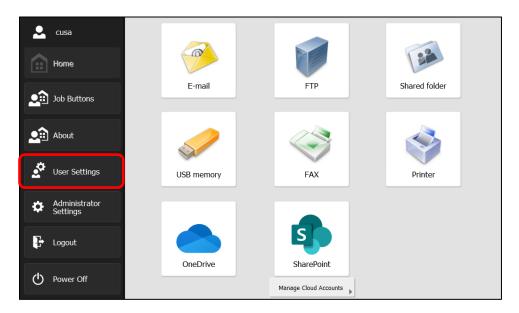
3.3.5 Exporting an Address

This section shows you how to export an address from the selected address book.

1. Log on to Scan Kiosk II.

For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



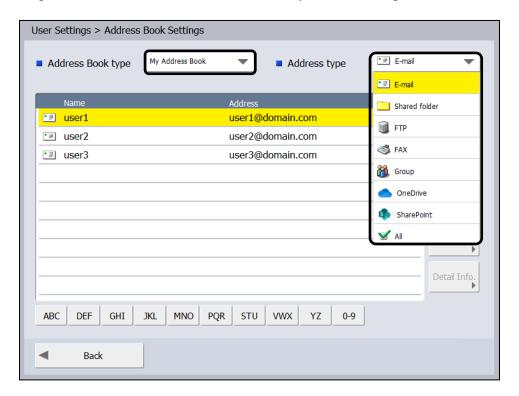
The User Settings screen appears.

3. Press [Address Book Settings].

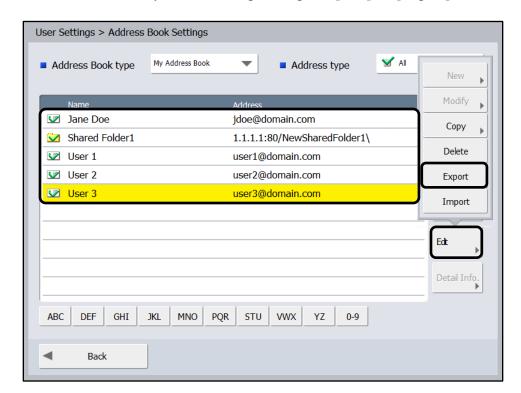


The Address Book Settings screen appears.

4. From the Address Book type drop-down list, select the Address Book type (Shared Address Book or My Address Book) → from the Address type drop-down list, select the kind of addresses you want to export.



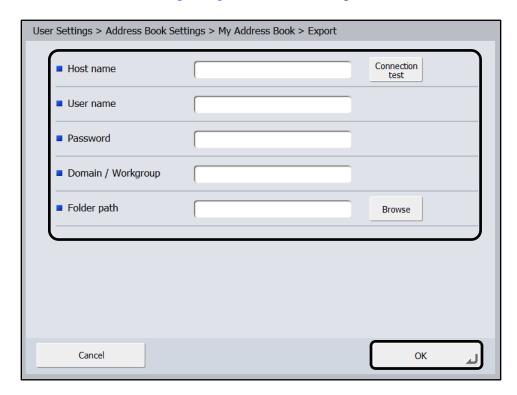
5. Select the addresses you want to export \rightarrow press [Edit] \rightarrow [Export].



You can export multiple addresses at the same time.

6. Enter the necessary information for each item \rightarrow press [OK].

For instructions, see "Exporting a Job Button," on p. 210.



The export starts, and a confirmation message appears. Press [Yes].

The Export settings are complete.

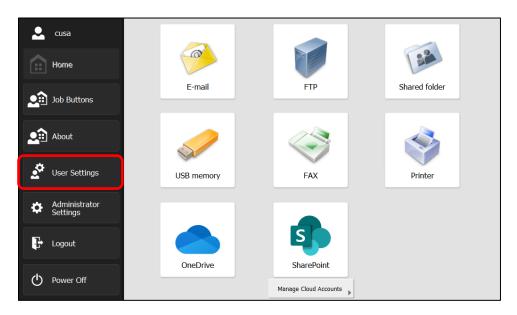
3.3.6 Importing an Address

This section shows you how to import an address into a selected address book.

1. Log on to Scan Kiosk II.

For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



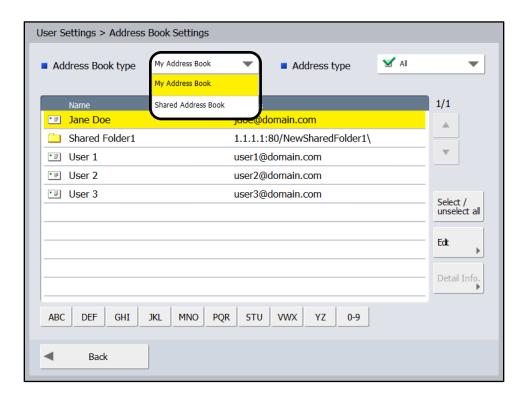
The User Settings screen appears.

3. Press [Address Book Settings].

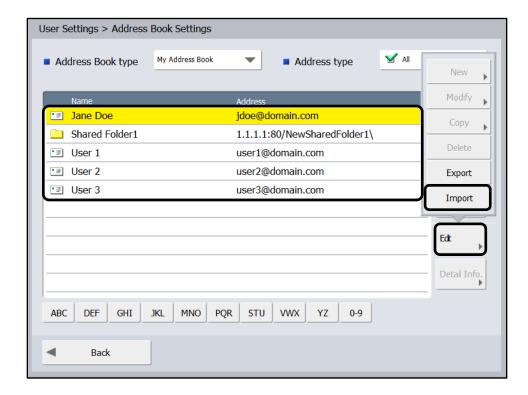


The Address Book Settings screen appears.

4. From the Address Book type drop-down list, select the Address Book type (Shared Address Book or My Address Book) to where you want to import the address book data.



5. Press [Edit] \rightarrow [Import].

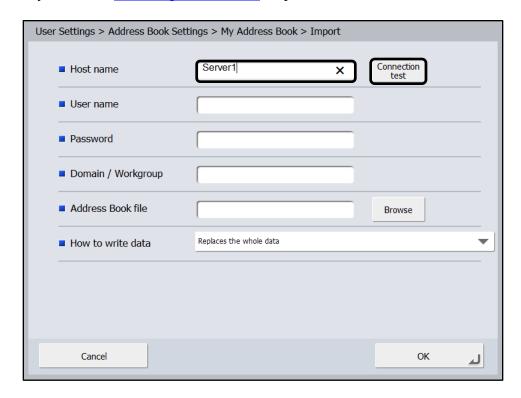


You can import multiple addresses at the same time.

6. Press the [Host name] text box → enter the host name of the computer that contains the address data that you want to import.

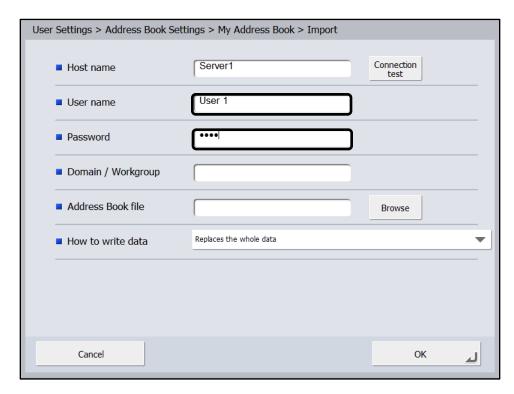
Press [Connection test] to check that the host name connected to the network successfully. If the connection is successful, 'OK' is displayed. If the connection failed, 'NG' (No Good) is displayed.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.



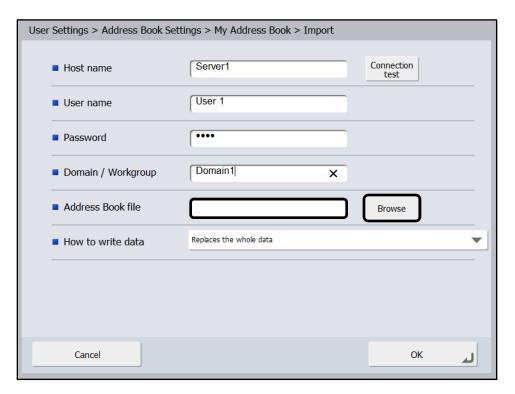
7. Press the [User name] text box → enter the name of the user who has access to the server. Press the [Password] text box → enter the user's password.

For instructions on entering characters from the virtual keyboard or USB keyboard, see "Entering Characters," on p. 15.

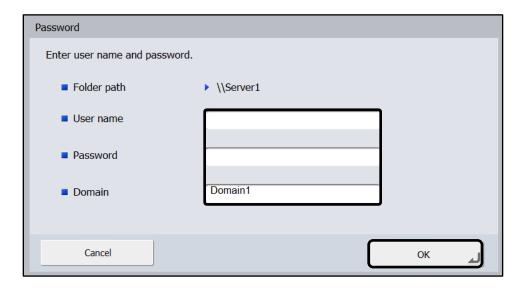


8. Press the [Domain / Workgroup] text box → enter the domain or workgroup name.

9. Press the [Address Book file] text box → enter the folder path directly into the Address Book file text box, or press [Browse] to navigate to the file.

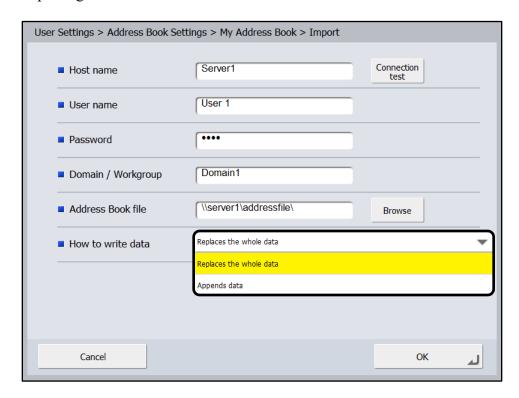


If you press [Browse] and your user credentials are not found, you must enter the correct user credentials, the domain of the folder on the server, and then press [OK], as shown below.



If you do not want to correct your user credentials, press [Cancel].

10. From the How to write data drop-down list, select the action to perform when importing the Address Book file.



[Replaces the whole data]: Select this setting to overwrite the entire address book

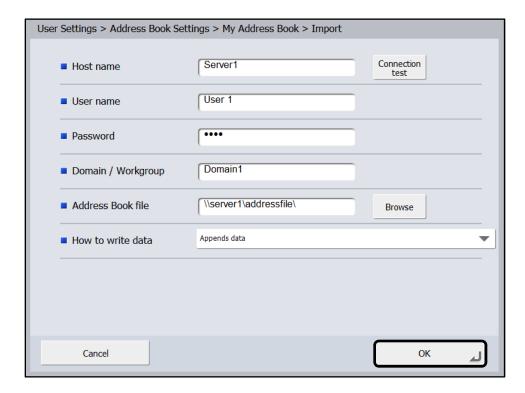
with the imported address book data.

[Appends data]: Select this setting to add the imported address book

data to the current address book.

If you do not want to specify the Import settings, press [Cancel].

11. Press [OK].



A confirmation message appears.

12. Press [Back] to return to the Address Book Settings screen.

The Import settings are complete.

3.4 Showing the Operation History

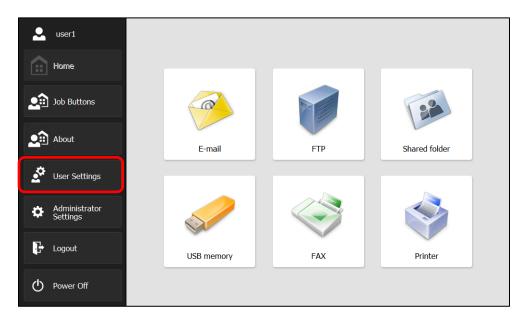
This section describes how to view and delete your Scan Kiosk II operation history.

The operation history list is in order by the most recent date and time.

1. Log on to Scan Kiosk II.

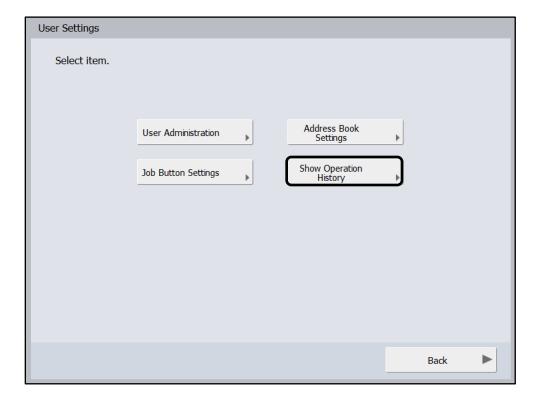
For instructions on logging on to Scan Kiosk II, see "Logging On," on p. 19.

2. From the Scan Kiosk II Home screen, press [User Settings].



The User Settings screen appears.

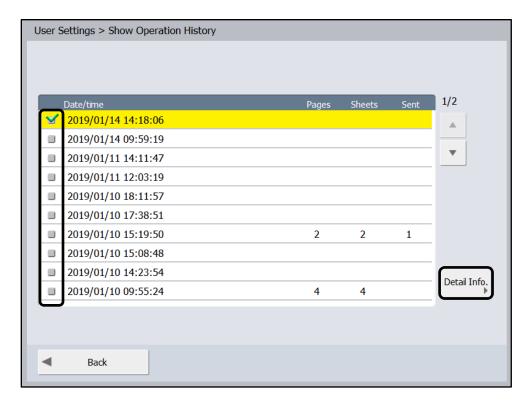
3. Press [Show Operation History].



The Show Operation History screen appears.

4. Select the check box next to the date and time of the desired operation that you want to view → press [Detail Info].

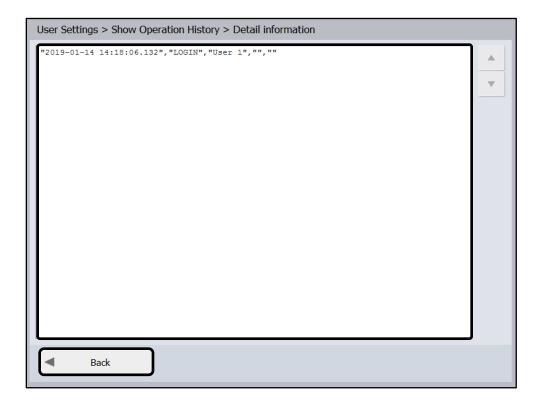
You can select only one operation at a time.



To scroll through the history list, press $[\, \blacktriangledown \,]$ or $[\, \blacktriangle \,]$.

If you do not want to view the operation history, press [Back].

5. View the detailed information \rightarrow press [Back].

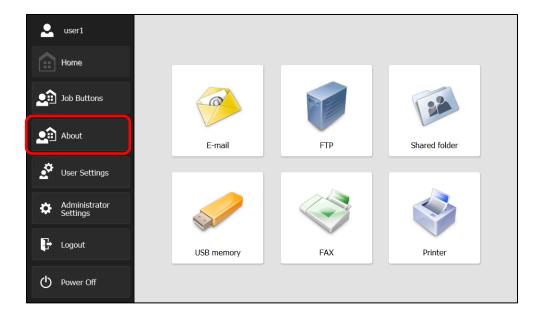


The Show Operation History screen appears.

3.5 Displaying the Version Information

This section shows how to display and verify the Scan Kiosk II version information.

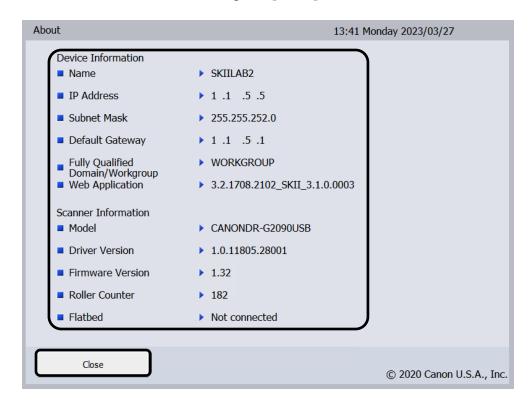
1. From the Scan Kiosk II Home screen, press [About].



The version information screen appears.

If you do not want to display the version information, press [Close].

2. View the version information \rightarrow press [Close].





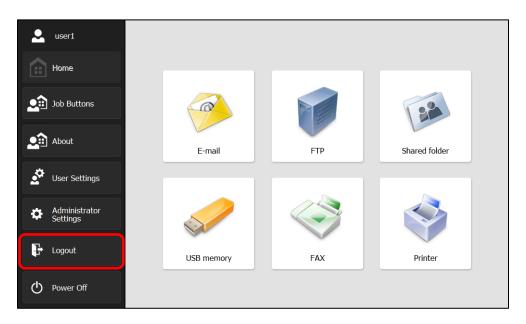
The "Flatbed" field displays the Flatbed Scanner Unit connected to the Scan Kiosk II. If no flatbed scanner is attached, "Not connected" displays.

The Home screen appears.

3.6 Logging Off

This section shows you how to log off the Scan Kiosk II tablet PC if the Administrator configured log on credentials for you.

1. From any Scan Kiosk II screen, press [Logout].

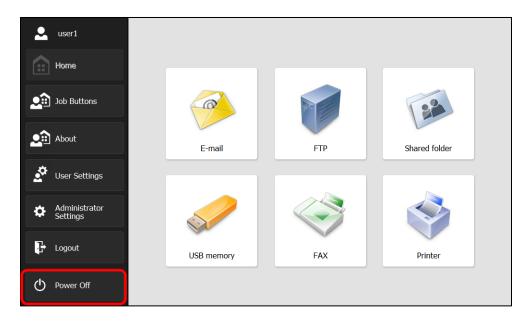


You are immediately logged off the device.

3.7 Powering OFF the Device

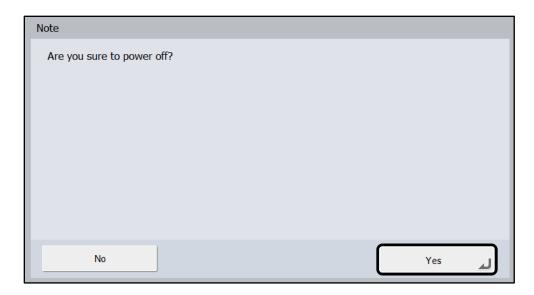
This section shows you how to power OFF the Scan Kiosk II tablet PC properly.

1. From any Scan Kiosk II screen, press [Power Off].



A confirmation screen appears.

2. Press [Yes].



If you do not want to power OFF the device, press [No]. The shutdown process starts, and the device powers OFF.