

# **ADF Card Copy**

# **Administrator's Guide**

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# **Overview**

Use the application to quickly copy insurance, identification, and other wallet-sized cards from the automatic document feeder (ADF). With the application, you can do the following:

- Scan and print both sides of a card on a single page.
- Send scanned cards as e-mail attachments.
- Save scanned cards on a network folder.

# **Configuring the application**

Before running the application, complete the network and e-mail server setup. For more information, see the printer *Networking Guide* and *User's Guide*.

# **Configuring output options**

- 1 From the Embedded Web Server, access the configuration page for the application.
- 2 Adjust the settings.
  - Print output—Print the scanned card.
  - Email output—Send the scanned card as an e-mail attachment.
  - Network Share Output—Save the scanned card to a network folder.
  - Scan file format—Specify the output format of the scanned card.
  - E-mail Settings
    - **Default e-mail address**—Type e-mail addresses, separated by a comma.
  - Network Share Settings
    - Destination Server Address—Type the address of the network folder. For example, \\server\share.
    - **Domain (Optional)**—Type the domain name to connect to the network folder.
    - Username—Type the user name to connect to the network folder.
    - Password—Type the password to connect to the network folder.
    - Authentication Type—Select the authentication type for the network folder.
    - Append Timestamp—Add a time stamp to the file name.
- **3** Apply the changes.

# **Configuring scanning options**

- 1 From the Embedded Web Server, access the configuration page for the application.
- 2 Adjust the settings.
  - **Default tray**—Select the default tray used during printing.
  - **Default number of copies**—Select how many copes to print for each scanned image.
  - **Default contrast setting**—Increase or decrease the level of contrast when a copy of the scanned card is printed. Select **Best for Content** to adjust the contrast automatically.
  - **Default scale setting**—Set the size of the scanned image.
  - Color Output—Print images in color.
  - Resolution setting—Adjust the quality of the scanned image.

#### Notes:

 When scanning a card, make sure that the scan resolution does not exceed 200 dpi for color, and 400 dpi for black and white.

- When scanning multiple cards, make sure that the scan resolution does not exceed 150 dpi for color, and 300 dpi for black and white.
- **Print Borders**—Print the scanned image with a border.
- 3 Apply the changes.

# Displaying the confirmation page

- **1** From the Embedded Web Server, access the configuration page for the application.
- 2 In the Confirmation Page section, select **Display Confirmation Page**.
- **3** Apply the changes.

# **Customizing the application icon**

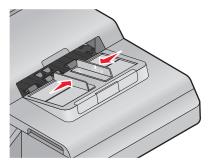
- 1 From the Embedded Web Server, access the configuration page for the application.
- 2 Specify the text and image that you want to appear on your home screen.
  - **Note:** Some applications require changing the settings from the profile page.
- 3 Apply the changes.

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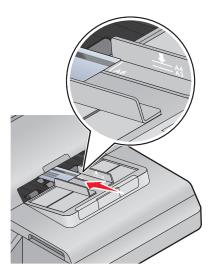
# Using the application

# Loading a card into the ADF

1 Slide the guide to the A8 paper size position. Use the size indicators on the bottom of the tray to help position the guide.

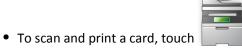


2 Load the card facedown, short-edge first into the ADF. Make sure that the top edge of the card rest against the rear edge of the feeder.



# Copying and e-mailing a scanned card

- 1 Load the card into the ADF.
- **2** From the home screen, touch the application icon, and then select one or more options.



- To scan and send a card as an e-mail attachment, touch

Note: You can scan only one card at a time.



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- **3** If necessary, adjust the scan settings.
- **4** Scan the card.
- **5** If you are sending the scanned card as an e-mail attachment, then configure the e-mail settings.
- **6** Follow the instructions on the display to complete the job.

# Saving a scanned card to a network folder

- 1 Load the card into the ADF.
- 2 From the home screen, touch the application icon, and then touch



#### Notes:

- You can also select other output options at the same time, such as printing the scanned copy or sending it as an e-mail attachment.
- You can scan only one card at a time.
- **3** If necessary, adjust the scan settings.
- **4** Scan the card.
- **5** Follow the instructions on the display to complete the job.

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# **Troubleshooting**

# A network destination stopped working or is invalid

Try one or more of the following:

## Make sure that the destination is shared and has a valid network address

From the Embedded Web Server, access the configuration page for the application, and then confirm the destination network address.

#### Make sure that the printer is connected to the network

For more information, see the Networking Guide.

# Make sure that the user name and password are correct

# Make sure to specify the domain information of the source file

To obtain the network address of the computer that contains the source file, contact your administrator.

- 1 From the Embedded Web Server, access the configuration page for the application.
- **2** Edit the network settings.

**Note:** Some applications require changing the settings from the profile page.

3 Apply the changes.

#### **CHECK THE SYSTEM LOG**

1 Open a Web browser, and then type the printer IP address.

Note: View the IP address in the TCP/IP section of the Network/Ports menu.

- 2 Click Settings or Configuration.
- **3** Depending on your printer model, do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- 4 Click System > Log.
- **5** Select and submit the appropriate filters to view the log entries.

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# An application error has occurred

Try one or more of the following:

#### **CHECK THE SYSTEM LOG**

1 Open a Web browser, and then type the printer IP address.

Note: View the IP address in the TCP/IP section of the Network/Ports menu.

- 2 Click Settings or Configuration.
- **3** Depending on your printer model, do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- 4 Click System > Log.
- **5** Select and submit the appropriate filters to view the log entries.

## **ADJUST THE SCAN SETTINGS**

- 1 From the Embedded Web Server, access the configuration page for the application.
- 2 From the scanning options, select a lower scan resolution or turn off color scanning.
- **3** Apply the changes.

# **C**ONTACT YOUR SOLUTIONS PROVIDER

If you still cannot resolve the problem, then contact your solutions provider.

# Application does not scan cards properly

Try one or more of the following:

#### LOAD ONLY ONE CARD INTO THE ADF

The application can scan only one card at a time.

#### **CLEAN THE SCANNER GLASS**

For more information, see the printer *User's Guide*.

#### INCREASE THE PRINTER SCREEN TIMEOUT

If you are scanning cards to a network, then make sure that the printer screen timeout is set to 300 seconds. The application scans and saves the cards to the network folder before the printer display returns to the ready state. You cannot perform any subsequent scan jobs until all the scanned output are saved on the network folder.

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# Application does not send the file

Try one or more of the following:

### Make sure that the printer e-mail server settings are configured correctly

For more information, see the printer User's Guide.

## Make sure that the e-mail address is correct

#### Make sure that the printer is connected to the network

For more information, see the printer Networking Guide.

# Printer cannot scan to the selected destination

Try one or more of the following:

# Make sure that the destination is valid

From the Embedded Web Server, access the configuration page for the application, and then confirm the destination server address.

# IF THE PRINTER AND DESTINATION RESIDE IN DIFFERENT DOMAINS, THEN MAKE SURE THAT THE DOMAIN INFORMATION IS SPECIFIED

From the Embedded Web Server, access the configuration page for the application, and then enter the appropriate domain information.

# CONFIGURE THE FIREWALL TO ALLOW COMMUNICATION WITH THE SUBNET IN WHICH THE PRINTER RESIDES, OR SET UP THE DESTINATION IN THE SAME SUBNET AS THE PRINTER

For more information, contact your system administrator.

# **M**AKE SURE THAT THE NETWORK IS FUNCTIONING AND THAT THE PRINTER CAN COMMUNICATE WITH THE NETWORK

For more information, see the Networking Guide.

#### Make sure that users have permission to save scans to the destination

From the Embedded Web Server, access the configuration page for the application, then make sure that the correct authentication type is selected, and that the correct user credentials are entered.

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# **Appendix**

# Accessing the configuration page for the application using the Embedded Web Server

1 Open a Web browser, and then type the printer IP address.

Note: View the IP address in the TCP/IP section of the Network/Ports menu.

- 2 Click Settings or Configuration.
- **3** Depending on your printer model, do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- **4** Select the application from the list, and then click **Configure**.

# Exporting or importing a configuration file using the Embedded Web Server

- 1 From the Embedded Web Server, access the configuration page for the application.
- **2** Export or import the configuration file.

#### **Notes:**

- If a JVM Out of Memory error occurs, then repeat the export process until the configuration file is saved.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click Apply.

# **Checking the version of the Embedded Solutions Framework**

- 1 From the Embedded Web Server, click Reports > Device Settings.
- 2 In the Embedded Solutions section, note the value associated with "Framework =."

**Note:** To view the complete list of supported printers for each version of the Embedded Solutions Framework, see the *Readme* file.

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