

- Make copies
- Send faxes
- Scan to PC**
- Scan to e-mail
- Scan to FTP
- Control panel
- Edition notice

Create a scan profile 2
 Use ScanBack utility 2
 Use the MarkNet web pages 4
Custom Scan to PC settings 7



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Create a scan profile

A scan profile includes all the necessary information about your originals and presets the Optralimage control panel to those settings. Lexmark ScanBack™ Utility is an easy way to create Scan to PC profiles. You can also browse to the IP address of the Optralimage to create Scan to PC or Scan to e-mail profiles.

Use ScanBack utility

The ScanBack Utility is shipped on the Optralimage CD. For complete installation instructions, refer to the Lexmark Document Distributor manual included in the Optralimage document folder.

Step 1: Set up your Scan to PC profile

- 1 Launch the ScanBack Utility. If you installed the software using the default directories, click Start, Programs, Lexmark, Optralimage, and then ScanBack Utility.
- 2 Select the Optralimage you want to use. If none are listed, see your systems person to obtain a list, or click the Setup button to manually search for an IP address or hostname. You must select at least one Optralimage to continue creating a profile.
- 3 Next, follow the instructions on the screens to define the type of document being scanned and what kind of output you want to create. Available settings are determined by the capabilities of the Optralimage you select.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

- 4 Make sure to check:
 - Show OptralImage Instructions -- if you want to view or print the final directions
 - Create Shortcut -- if you want to save this group of settings to use again
- 5 Click Finish. A dialog displays your scan profile information and the status of the received images.

Step 2: Scan your original documents

- 1 Locate the OptralImage you specified in the scan profile.
- 2 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 3 On the control panel, press Fax/Scan Mode repeatedly until you see SCAN → PROFILE.
- 4 Press Menu > repeatedly until you see your scan profile name.
- 5 Press Go/Send to start scanning.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

- 6 Return to your computer. Your output file is saved in a directory or launched in the application you specified.

Use the MarkNet web pages

The MarkNet resident web pages are stored on the MarkNet print server installed in your OptralImage printer.

Step 1: Set up your scan profile

- 1 Type the IP address of the OptralImage in the URL field of your browser, and then press Enter.
- 2 Click Create Scan Profiles.
- 3 Click PC Scan Profile.
- 4 Select your scan settings. For more explanation about the settings, see “Custom Scan to PC settings” on page 7.
- 5 Click Next.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Step 2: Select a storage location

- 1 Specify a path and file name for saving the scan output file somewhere on your PC. For example, browse to your desktop, find the appropriate directory, and type in a file name.
- 2 Assign a Profile Name. This is the name that appears in the SCAN → PROFILE list on the OptralImage control panel.
- 3 Click Submit. A Receiving Image window appears on your desktop indicating that your PC is waiting to receive the scan output file.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Step 3: Scan your original documents

- 1 Locate the OptralImage you specified in the scan profile.
- 2 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 3 On the control panel, press Fax/Scan Mode repeatedly until you see SCAN → PROFILE.
- 4 Press Menu > repeatedly until you see your scan profile name.
- 5 Press Go/Send to start scanning.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.

- 6 Return to your PC when the job is finished. The job status window changes to Image Received. Once your scan output file appears in the list, you can select it and launch an application to open the file.

Note: PC Scan Profiles are not stored. Once they are used, they disappear from the control panel list.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Custom Scan to PC settings

Menu	Settings	Description
Quick Setup	Custom	Lets you customize the scan job settings.
	Text --BW PDF	List of preset formats. Lets you only customize the brightness, set the size of your originals, and the orientation of your scan file output. (Color is only available if your scan unit supports color)
	Text -- BW TIFF	
	Mixed -- Gray PDF	
	Mixed -- Color PDF	
	Photo -- Color JPEG	
	Photo -- Color TIFF	
	Photo -- Gray JPEG	
Photo -- Gray TIFF		
Format Type	JPEG, PDF, TIFF and PostScript (PS)	Determines the final output format of the scanned document.
Compression	None, JPEG, ZLib, G4	Determines the compression format used to compress the scanned document output file.
Contrast	Text, Mixed, Photo	Describes the content of the originals being scanned.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Menu	Settings	Description
Scan Depth	RGB (available only with color scanners) Gray, BW (Black and White)	Describes the color scale of the originals being scanned.
Resolution	75, 150, 200, 300, 400, 600 dpi	Sets the resolution of the scanned document output file.
Original Size	Letter, Legal, A4, and so on.	Tells the scan unit the paper size of the originals being scanned.
Orientation	Portrait, Landscape	Determines the orientation of your scanned document output file.
Save to	Type in the path or browse to the location	Location path where scanned file is to be located.
Profile Name	Type in a unique name	Name that appears in the Optralimage control panel. Select this name in the Optralimage control panel to activate the scan profile.
Duplex	Both or Single (only available with duplex scanners)	Specifies the original is a duplex page.

