



Scan to Court

Administrator's Guide

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Overview

Lexmark Scan to Court is an embedded Java application that is installed as a flash file on multifunction printers (MFPs) which support the Lexmark Embedded Solutions Framework (eSF). Scan to Court enables users to scan and send documents as E-mail attachments directly from the printer. For mail servers that restrict the size of attachments, Scan to Court offers the ability to set a maximum file size, and larger documents can be automatically divided into multiple attachments for easier sending.

Configuring Scan to Court

Accessing the Embedded Web Server

- 1 Type the printer IP address or hostname in the address field of your Web browser.

Note: If the printer IP address or hostname is not readily apparent, consult your system support person, or see the documentation that came with the printer for help with printing a network settings page.

- 2 From the navigation menu on the left, click **Settings** or **Configuration**.
- 3 To view or change printer settings, click on the appropriate link under Default Settings or Other Settings.

Configuring the printer E-mail function

The Scan to Court solution uses the e-mail server setup, address book, shortcuts, and e-mail options from the E-mail function of the printer. Before using Scan to Court, the E-mail Server Setup must be completed. Information about configuring the E-mail function of the printer is available on the *Software and Documentation* CD that came with the printer.

Note: Click **View User's Guide and Documentation** on the start page of the *Software and Documentation* CD to access the printer *User's Guide* and other networking information.

Configuring Scan to Court options

Scan to Court offers the ability to set a maximum file size for e-mail attachments, to accommodate size limits that may exist on either the sending or receiving mail servers, as well as options for how to handle files that exceed the maximum.

Adding a new court destination

- 1 From the Embedded Web Server, click **Settings** → **Embedded Solutions** → **Scan to Court** → **Configure**.
- 2 Click **Add**.
- 3 In the Court Name field, specify a unique name for the court destination you are creating.
- 4 In the Destination Address field, specify the default destination e-mail address for the court.
- 5 In the E-mail Subject field, specify the text you want to appear in the subject line of E-mails sent to the destination court.
- 6 In the Attachment File Name field, specify the base file name to be used for the documents you are scanning.
- 7 Type a value for Maximum File Size in KB for E-mail attachments.

Note: Each file contains at least one page. If any single page of a scanned document exceeds the Maximum File Size, the scanned document will not be sent. You must increase the Maximum File Size or adjust the scan settings to successfully send the document.

- 8 Select which action the printer should take if a file exceeds the maximum size allowed for E-mail attachments:
 - **Show warning and cancel sending e-mail**—Cancels the send action and alerts the user that the file being sent is too large.
 - **Split attachment and send the pieces in one e-mail**—Automatically divides the attachment into smaller files and sends them together in a single E-mail.
 - **Split attachment and send each piece in separate e-mails**—Automatically divides the attachment into smaller files and sends them in separate E-mails.

Note: If the user selects JPEG as the Format Type, or if the user selects TIFF as the Format Type while Multi-Page TIFF is turned off in the printer E-mail settings menu, each file will contain only one page.

- 9 Click **Apply**.

Editing an existing court destination

- 1 From the Embedded Web Server, click **Settings → Embedded Solutions → Scan to Court → Configure**.
- 2 Highlight the name of the court you want to edit, and then click **Edit**.
- 3 Make any necessary changes to the configuration options.
- 4 Click **Apply**.

Deleting a court destination

- 1 From the Embedded Web Server, click **Settings → Embedded Solutions → Scan to Court → Configure**.
 - 2 Highlight the name of the court destination you want to delete, and then click **Delete**.
- Note:** If you want to delete multiple court destinations, press and hold the **CTRL** key, and then click the names of all the court destinations you want to delete.
- 3 Click **Remove**.

Changing display icons and labels

Each application Configure tab provides the option to change the icons and associated text that appear on the printer home screen. If you do not want to use the default icons for an application, you can import new icons to be used for both the pressed and unpressed button states.

Note: Icons can be GIF, JPG, or PNG, 120 x 75 pixels (recommended), and 11KB or smaller. For best results, resize or crop source images to the correct size before use.

- 1 From the Embedded Web Server, click **Settings → Embedded Solutions**.
- 2 Click on the appropriate application name under Installed Solutions, and then click **Configure**.
- 3 Under Custom Icon Settings you can:
 - Specify new Icon Text, to be displayed above the icon on the home screen.
 - Click **Browse** to choose a new icon image file to represent the application on the home screen.
 - Click **Browse** to choose a new image file to be displayed while the application icon is being pressed.
- 4 Click **Apply** to save the settings, or **Reset** to return to the previous settings.

Troubleshooting

Scan to Court does not send my file

If Scan to Court is not able to send your file, check the following:

- **Maximum File Size**—Each file contains at least one page. If any single page of a scanned document exceeds the Maximum File Size, the scanned document will not be sent. You must increase the Maximum File Size, or adjust the scan settings to successfully send the document.
- **Attachment Exceeding Size**—Found under the settings for individual court destinations. Select which action the printer should take if a file exceeds the maximum size allowed for E-mail attachments.
- **E-mail settings**—Verify that printer E-mail settings have been correctly configured. For more information on configuring E-mail settings, see the *Software and Documentation CD* or *User's Guide* that came with the printer.

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