



# Scan to Digitech v1.0

## Administrator's Guide

**June 2009**

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# Introduction

## What is the Lexmark Scan to Digitech Solution?

*Lexmark™ Scan to Digitech Solution* is an embedded Java application that is installed on multifunction printers (MFPs) that support the *Lexmark Embedded Solutions Framework (eSF) 2.0*. The application is designed to send documents to projects housed on Digitech Servers. The application can be configured to allow different levels of access based on users' credentials.

This guide is intended for use by Lexmark service providers and network administrators responsible for the management of this software in their network environment. A working knowledge of Digitech Servers is required for effective use of this guide. As a result, this document does not include information pertaining to the installation and use of Digitech software. For information on Digitech software, see your Digitech documentation.

# Setting up Lexmark Scan to Digitech

## Setting up Scan to Digitech using the Embedded Web Server

The application can be manually configured from the Embedded Web Server for a device. However, the setup procedure will need to be completed for each device running the application. As a result, setting up the application using the Embedded Web Server is recommended for networks where a relatively small number of devices will be used.

Larger networks should use *MarkVision Professional* to configure multiple devices at once.

### Configuring server settings

#### Configuring network settings

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Configure**.
- 3 Adjust the Server and Proxy settings as necessary:
  - **Server Address**—Type the IP address of the Digitech Server.

**Notes:**

  - If this field is left blank, then the application will use the default ImageSilo location.
  - If you are using a PaperVision Enterprise server, then type the URL that points to your local server. The format for the URL should be `http://localhost/httpInterface.aspx`, where `localhost` is replaced with the host location of the PaperVision Enterprise server (even though the actual URL for the local server in that scenario would be `http://localhost/pve.aspx`).
  - **Proxy Host**—Type the IP address of the server if connecting through a firewall.
  - **Proxy Port**—Type the port number to be used in conjunction with the Proxy Host IP address if connecting through a firewall.
- 4 Click **Apply** to save changes, or click **Reset** to cancel changes.

#### Importing configuration settings

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Configure**.
- 3 Click **Import**.
- 4 Click **Browse** to locate the universal configuration file (.ucf), and then click **Open**.
- 5 Click **Start** to load the configuration settings, or click **Return** to go back to the configuration page without making changes.

## Notes:

- This feature is not available on all devices.
- For security reasons, the password setting is not included in .ucf files. Administrators can use MarkVision Professional 11.2 to configure the password setting simultaneously on multiple devices, or they can configure it manually on each device.

## Exporting configuration settings

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Configure**.
- 3 Click **Export**.
- 4 Click **Browse** to find a location to save the universal configuration file (.ucf).
- 5 Click **OK**.

## Notes:

- This feature is not available on all devices.
- For security reasons, the password setting is not included in .ucf files. Administrators can use MarkVision Professional 11.2 to configure the password setting simultaneously on multiple devices, or they can configure it manually on each device.

## Configuring profile settings

### Adding a profile

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings** → **Embedded Solutions** → **Scan to Digitech** → **Configure**, and then click **Add**.
  - Browse to **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Profiles**, and then click **New**.
- 3 Change the settings as necessary:
  - **Button Text**—Type up to 20 characters that will appear above the profile button on the MFP home screen. This field is required.
  - **Button Icon**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
  - **Button Icon when pressed**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen as the button is being pressed. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
  - **Entity ID**—Type the text that will be used as the default value for the Entity ID authentication field.
  - **Show Entity ID**—Select this option to allow users to change the default value used in the Entity ID field. If this option is not selected, the Entity ID prompt will not be shown.
  - **User Name**—Type the text that will be used as the default value for the User Name authentication field.
  - **Show User Name**—Select this option to allow the user to change the default value used in the User Name field. If this option is not selected, the User Name prompt will not be shown.
  - **Password**—Type the text that will be used as the default value for the Password authentication field.

- **Show Password**—Select this option to allow the user to change the default value used in the Password field. If this option is not selected, the Password prompt will not be shown.
- **Index Prompts Timeout**—Type a value from 15-300 to specify the number of seconds the application will allow an index field input screen to remain open before it returns to the MFP home screen. If this field is left blank, the application will use a default value of 120 seconds.
- **Show Only Required Index Fields**—Select this setting to specify that only required index fields for a project will be shown.
- **Scan Sides (Duplex)**—Select **1 Sided** to specify that the MFP will scan only one side of a document. Select **2 Sided** to scan both sides.
- **Scan Resolution**—Select a setting to specify the output quality of the documents scanned to the Digitech Server. Higher image resolution increases the file size and the time needed to scan the original document. Image resolution can be decreased to reduce the file size. Each setting specifies how many dots per inch are scanned.

**Note:** Although the application allows for a scan resolution of up to 600 dpi, certain devices are limited to a maximum of only 300 dpi. See the documentation that came with your device if you are unsure about the maximum scan resolution for your MFP.

- **Scan Color**—Select **On** to specify that the MFP will scan documents to the Digitech Server in color. Select **Off** to scan documents in black and white.
- **Scan Contrast**—Specify a setting to increase or decrease the difference between lights and darks in a scanned image. Select **Best for Content** if you want the MFP to adjust contrast automatically, or select a value from 0 (least contrast) to 5 (most contrast).
- **Scan File Format**—Select an option to specify the output format (TIF, JPEG, or PDF) for scans stored on the Digitech Server.

**Note:** The JPEG file format does not support multiple pages. If users will be scanning documents containing more than one page, use either TIF or PDF as the scan file format.

- **Display Confirmation Page**—Select this option to specify that users will be presented with a confirmation page on the MFP display panel after scanning documents into a project on the Digitech Server.
- **Print Confirmation Page**—Select this option to specify that the MFP will print a confirmation page after users scan documents into a project on the Digitech Server.
- **Email Confirmation Page**—Select this option to specify that the MFP will send a confirmation e-mail after users scan documents into a project on the Digitech Server. Addresses for recipients must be specified in the Email To field.
- **Email To**—If selecting the Email Confirmation Page option, you must specify at least one recipient's e-mail address in this field. Multiple addresses should be separated by commas.

#### 4 Do one of the following:

- Click **Return** to go back to the Scan to Digitech configuration options page without creating a new profile.
- Click **Restore Defaults** to return all fields to factory default settings.
- Click **Reset** to cancel changes to all fields and begin again.
- Click **Apply** to save the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Editing a profile

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Edit**.
  - Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**, and then click the name of the profile you want to edit.
- 3 From the Embedded Web Server, browse to **Settings** or **Configuration → Embedded Solutions → Scan to Digitech → Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the settings as necessary. See “Adding a profile” on page 7 for a complete description of available settings.
- 6 Do one of the following:
  - Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
  - Click **Restore Defaults** to return all fields to factory default settings.
  - Click **Reset** to cancel changes to all fields and begin again.
  - Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Deleting a profile

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Delete**.
  - Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**. Select a profile from the list, and then click **Remove**.
- 3 Click **Remove**.

## Customizing the display icon

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Edit**.
  - Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**, and then click the name of the profile you want to edit.
- 3 Change the settings as necessary:
  - **Button Text**—Type up to 20 characters that will appear above the profile button on the MFP home screen. This field is required.
  - **Button Icon**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.

- **Button Icon when pressed**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen as the button is being pressed. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.

4 Do one of the following:

- Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
- Click **Restore Defaults** to return all fields to factory default settings.
- Click **Reset** to cancel changes to all fields and begin again.
- Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Configuring user login options

1 Type the device IP address in the address field of your Web browser.

2 From the Embedded Web Server, do one of the following, depending on your device type:

- Browse to **Settings** → **Embedded Solutions** → **Scan to Digitech** → **Configure**. Select a profile from the list, and then click **Edit**.
- Browse to **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Profiles**, and then click the name of the profile you want to edit.

3 Change the user login options as necessary:

- **Entity ID**—Type the text that will be used as the default value for the Entity ID authentication field.
- **Show Entity ID**—Select this option to allow users to change the default value used in the Entity ID field. If this option is not selected, the Entity ID prompt will not be shown.
- **User Name**—Type the text that will be used as the default value for the User Name authentication field.
- **Show User Name**—Select this option to allow the user to change the default value used in the User Name field. If this option is not selected, the User Name prompt will not be shown.
- **Password**—Type the text that will be used as the default value for the Password authentication field.
- **Show Password**—Select this option to allow the user to change the default value used in the Password field. If this option is not selected, the Password prompt will not be shown.

4 Do one of the following:

- Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
- Click **Restore Defaults** to return all fields to factory default settings.
- Click **Reset** to cancel changes to all fields and begin again.
- Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Configuring index field settings

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Edit**.
  - Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**, and then click the name of the profile you want to edit.
- 3 Change the index field settings as necessary:
  - **Index Prompts Timeout**—Type a value from 1-99999 to specify the number of seconds the application will allow an index field input screen to remain open before it returns to the MFP home screen.
  - **Show Only Required Index Fields**—Select this setting to specify that only required index fields for a project will be shown.
- 4 Do one of the following:
  - Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
  - Click **Restore Defaults** to return all fields to factory default settings.
  - Click **Reset** to cancel changes to all fields and begin again.
  - Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Configuring scanning options

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Edit**.
  - Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**, and then click the name of the profile you want to edit.
- 3 Change the scanning options as necessary:
  - **Scan Sides (Duplex)**—Select **1 Sided** to specify that the MFP will scan only one side of a document. Select **2 Sided** to scan both sides.
  - **Scan Resolution**—Select a setting to specify the output quality of the documents scanned to the Digitech Server. Higher image resolution increases the file size and the time needed to scan the original document. Image resolution can be decreased to reduce the file size. Each setting specifies how many dots per inch are scanned.
  - **Scan Color**—Select **On** to specify that the MFP will scan documents to the Digitech Server in color. Select **Off** to scan documents in black and white.

- **Scan Contrast**—Specify a setting to increase or decrease the difference between lights and darks in a scanned image. Select **Best for Content** if you want the MFP to adjust contrast automatically, or select a value from 0 (least contrast) to 5 (most contrast).
- **Scan File Format**—Select an option to specify the output format (TIF, JPEG, or PDF) for scans stored on the Digitech Server.

**Note:** The JPEG file format does not support multiple pages. If users will be scanning documents containing more than one page, use either TIF or PDF as the scan file format.

**4** Do one of the following:

- Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
- Click **Restore Defaults** to return all fields to factory default settings.
- Click **Reset** to cancel changes to all fields and begin again.
- Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

## Configuring confirmation options

**1** Type the device IP address in the address field of your Web browser.

**2** From the Embedded Web Server, do one of the following, depending on your device type:

- Browse to **Settings → Embedded Solutions → Scan to Digitech → Configure**. Select a profile from the list, and then click **Edit**.
- Browse to **Configuration → Embedded Solutions → Scan to Digitech → Profiles**, and then click the name of the profile you want to edit.

**3** Change the confirmation options as necessary:

- **Display Confirmation Page**—Select this option to specify that users will be presented with a confirmation page on the MFP display panel after scanning documents into a project on the Digitech Server.
- **Print Confirmation Page**—Select this option to specify that the MFP will print a confirmation page after users scan documents into a project on the Digitech Server.
- **Email Confirmation Page**—Select this option to specify that the MFP will send a confirmation e-mail after users scan documents into a project on the Digitech Server. Addresses for recipients must be specified in the Email To field.
- **Email To**—If selecting the Email Confirmation Page option, you must specify at least one recipient's e-mail address in this field. Multiple addresses should be separated by commas.

**4** Do one of the following:

- Click **Return** to go back to the Scan to Digitech configuration options page without making changes to the profile.
- Click **Restore Defaults** to return all fields to factory default settings.
- Click **Reset** to cancel changes to all fields and begin again.
- Click **Apply** to save changes to the profile.

**Note:** Reset and Apply are the only options available on certain devices.

# Using the Embedded Web Server to stop and restart the application

## Stopping the application

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions**, and then select **Scan to Digitech** from the list.
- 3 Click **Stop**.

## Restarting the application

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions**, and then select **Scan to Digitech** from the list.
- 3 Click **Start**.

## Using the Embedded Web Server to uninstall the application

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, browse to **Settings** or **Configuration** → **Embedded Solutions**, and then select **Scan to Digitech** from the list.
- 3 Click **Uninstall**.
- 4 Click **Start Uninstall** to uninstall the application, or click **Return** to go back to the list of installed solutions.

# Setting up Scan to Digitech using MarkVision Professional 11.2

MarkVision Professional (MVP) provides the option to configure device policies and filters specific to the document accounting software for later use, as well as an Embedded Solutions - Features task that can display, print, or export relevant document accounting software information.

MVP 11.2 includes built-in support for many embedded solutions and supports additional solutions by fetching and installing solution descriptors. Solution descriptors are XML files that are installed on the MVP Server. They describe to MVP how to configure an embedded solution, providing information about supported settings such as types, descriptions, ranges, defaults, and internationalization values and strings. Each embedded solution includes a solution descriptor.

## Installing the solution descriptor

Use one of the following methods to install a solution descriptor on the MVP Server:

### Method one

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
**Note:** When a device managed by MVP is not supported by a specific task, its name will appear with a black line through it in the Quick Find or Folders tabs. Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list.
- 4 Click **Fetch Descriptor(s)**. This will read the solution descriptor from the device if this method is supported by the device. If it is not, a dialog will open so that you can browse to the file to be installed.

### Method two

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
**Note:** When a device managed by MVP is not supported by a specific task, its name will appear with a black line through it in the Quick Find or Folders tabs. Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Click **Manage Descriptors**.
- 4 Click **Add**.
- 5 Browse to find the Scan to Digitech solution descriptor.
- 6 Click **Open**.

**Notes:**

- The installed solution descriptor appears in the Plug-ins/Solutions on Server box. The solution descriptor details appear in the Details box.
- If the descriptor file is not valid, MVP 11.2 will display an error message.

7 Click **Close**.

## Configuring server settings

### Configuring network settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select Scan to Digitech from the list, and then click **Configure**.
- 4 Adjust the Server and Proxy settings as necessary:
  - **Server Address**—Type the IP address of the Digitech Server.  
**Note:** If this field is left blank, then the application will use the default ImageSilo location.
  - **Proxy Host**—Type the IP address of the server if connecting through a firewall.
  - **Proxy Port**—Type the port number to be used in conjunction with the Proxy Host IP address if connecting through a firewall.
- 5 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

### Importing configuration settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Import**.
- 4 Browse to locate the universal configuration file (.ucf), and then click **Open**.  
A message indicating success or failure will appear in the Messages area of the MVP home screen.

**Notes:**

- This feature is not available on all devices.
- For security reasons, the password setting is not included in .ucf files.

## Exporting configuration settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Export**.
- 4 Browse to find a location to save the universal configuration file (.ucf), and then click **Save**.  
A message indicating success or failure will appear in the Messages area of the MVP home screen.

### Notes:

- This feature is not available on all devices.
- For security reasons, the password setting is not included in .ucf files.

## Configuring profile settings

### Adding a profile

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Click **Add**.
- 5 Change the settings as necessary:
  - **Button Text**—Type up to 20 characters that will appear above the profile button on the MFP home screen. This field is required.
  - **Button Icon**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
  - **Button Icon when pressed**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen as the button is being pressed. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
  - **Entity ID**—Type the text that will be used as the default value for the Entity ID authentication field.
  - **Show Entity ID**—Select this option to allow users to change the default value used in the Entity ID field. If this option is not selected, the Entity ID prompt will not be shown.
  - **User Name**—Type the text that will be used as the default value for the User Name authentication field.
  - **Show User Name**—Select this option to allow the user to change the default value used in the User Name field. If this option is not selected, the User Name prompt will not be shown.
  - **Password**—Type the text that will be used as the default value for the Password authentication field.

- **Show Password**—Select this option to allow the user to change the default value used in the Password field. If this option is not selected, the Password prompt will not be shown.
- **Index Prompts Timeout**—Type a value from 15-300 to specify the number of seconds the application will allow an index field input screen to remain open before it returns to the MFP home screen. If this field is left blank, the application will use a default value of 120 seconds.
- **Show Only Required Index Fields**—Select this setting to specify that only required index fields for a project will be shown.
- **Scan Sides (Duplex)**—Select **1 Sided** to specify that the MFP will scan only one side of a document. Select **2 Sided** to scan both sides.
- **Scan Resolution**—Select a setting to specify the output quality of the documents scanned to the Digitech Server. Higher image resolution increases the file size and the time needed to scan the original document. Image resolution can be decreased to reduce the file size. Each setting specifies how many dots per inch are scanned.

**Note:** Although the application allows for a scan resolution of up to 600 dpi, certain devices are limited to a maximum of only 300 dpi. See the documentation that came with your device if you are unsure about the maximum scan resolution for your MFP.

- **Scan Color**—Select **On** to specify that the MFP will scan documents to the Digitech Server in color. Select **Off** to scan documents in black and white.
- **Scan Contrast**—Specify a setting to increase or decrease the difference between lights and darks in a scanned image. Select **Best for Content** if you want the MFP to adjust contrast automatically, or select a value from 0 (least contrast) to 5 (most contrast).
- **Scan File Format**—Select an option to specify the output format (TIF, JPEG, or PDF) for scans stored on the Digitech Server.

**Note:** The JPEG file format does not support multiple pages. If users will be scanning documents containing more than one page, use either TIF or PDF as the scan file format.

- **Display Confirmation Page**—Select this option to specify that users will be presented with a confirmation page on the MFP display panel after scanning documents into a project on the Digitech Server.
- **Print Confirmation Page**—Select this option to specify that the MFP will print a confirmation page after users scan documents into a project on the Digitech Server.
- **Email Confirmation Page**—Select this option to specify that the MFP will send a confirmation e-mail after users scan documents into a project on the Digitech Server. Addresses for recipients must be specified in the Email To field.
- **Email To**—If selecting the Email Confirmation Page option, you must specify at least one recipient's e-mail address in this field. Multiple addresses should be separated by commas.

6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Editing a profile

1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.

2 Use the Quick Find or Folders tabs to select a device.

Use **Ctrl + click** and **Shift + click** to select multiple devices.

**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.

3 Select **Scan to Digitech**, and then click **Configure**.

- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the settings as necessary. See “Adding a profile” on page 16 for a complete description of available settings.
- 6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Deleting profiles

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Click **Configure**.
- 5 Do one of the following:
  - Select a profile from the list, and then click **Remove**.
  - Click **Remove All** to delete all profiles from the MFP.
- 6 Click **Yes**.

## Customizing the display icon

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the settings as necessary:
  - **Button Text**—Type up to 20 characters that will appear above the profile button on the MFP home screen. This field is required.
  - **Button Icon**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
  - **Button Icon when pressed**—Click **Browse** to locate the image that will be displayed on the profile button on the MFP home screen as the button is being pressed. The image should be a GIF, PNG, or JPEG and should measure 120 x 75 pixels. This field is optional.
- 6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Configuring user login options

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the user login options as necessary:
  - **Entity ID**—Type the text that will be used as the default value for the Entity ID authentication field.
  - **Show Entity ID**—Select this option to allow users to change the default value used in the Entity ID field. If this option is not selected, the Entity ID prompt will not be shown.
  - **User Name**—Type the text that will be used as the default value for the User Name authentication field.
  - **Show User Name**—Select this option to allow the user to change the default value used in the User Name field. If this option is not selected, the User Name prompt will not be shown.
  - **Password**—Type the text that will be used as the default value for the Password authentication field.
  - **Show Password**—Select this option to allow the user to change the default value used in the Password field. If this option is not selected, the Password prompt will not be shown.
- 6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Configuring index field settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the index field settings as necessary:
  - **Index Prompts Timeout**—Type a value from 1-99999 to specify the number of seconds the application will allow an index field input screen to remain open before it returns to the MFP home screen.
  - **Show Only Required Index Fields**—Select this setting to specify that only required index fields for a project will be shown.
- 6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Configuring scanning options

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the scanning options as necessary:
  - **Scan Sides (Duplex)**—Select **1 Sided** to specify that the MFP will scan only one side of a document. Select **2 Sided** to scan both sides.
  - **Scan Resolution**—Select a setting to specify the output quality of the documents scanned to the Digitech Server. Higher image resolution increases the file size and the time needed to scan the original document. Image resolution can be decreased to reduce the file size. Each setting specifies how many dots per inch are scanned.
  - **Scan Color**—Select **On** to specify that the MFP will scan documents to the Digitech Server in color. Select **Off** to scan documents in black and white.
  - **Scan Contrast**—Specify a setting to increase or decrease the difference between lights and darks in a scanned image. Select **Best for Content** if you want the MFP to adjust contrast automatically, or select a value from 0 (least contrast) to 5 (most contrast).
  - **Scan File Format**—Select an option to specify the output format (TIF, JPEG, or PDF) for scans stored on the Digitech Server.  
**Note:** The JPEG file format does not support multiple pages. If users will be scanning documents containing more than one page, use either TIF or PDF as the scan file format.
- 6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Configuring confirmation options

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Use the Quick Find or Folders tabs to select a device.  
Use **Ctrl + click** and **Shift + click** to select multiple devices.  
**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.
- 3 Select **Scan to Digitech** from the list, and then click **Configure**.
- 4 Select a profile from the list, and then click **Edit**.
- 5 Change the confirmation options as necessary:
  - **Display Confirmation Page**—Select this option to specify that users will be presented with a confirmation page on the MFP display panel after scanning documents into a project on the Digitech Server.
  - **Print Confirmation Page**—Select this option to specify that the MFP will print a confirmation page after users scan documents into a project on the Digitech Server.

- **Email Confirmation Page**—Select this option to specify that the MFP will send a confirmation e-mail after users scan documents into a project on the Digitech Server. Addresses for recipients must be specified in the Email To field.
- **Email To**—If selecting the Email Confirmation Page option, you must specify at least one recipient's e-mail address in this field. Multiple addresses should be separated by commas.

6 Click **Ok** to save changes, or click **Cancel** to exit without making changes.

## Using MarkVision Professional 11.2 to stop and restart the application

### Stopping the application

1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.

2 Use the Quick Find or Folders tabs to select a device.

Use **Ctrl + click** and **Shift + click** to select multiple devices.

**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.

3 Select **Scan to Digitech** from the list, and then click **Stop**.

### Restarting the application

1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.

2 Use the Quick Find or Folders tabs to select a device.

Use **Ctrl + click** and **Shift + click** to select multiple devices.

**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.

3 Select **Scan to Digitech** from the list, and then click **Start**.

## Using MarkVision Professional 11.2 to uninstall the application

You can use MVP to uninstall the application from one or more devices.

1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.

2 Use the Quick Find or Folders tabs to select a device.

Use **Ctrl + click** and **Shift + click** to select multiple devices.

**Note:** Password-protected network devices are displayed in red. Enter the device password to gain access to the device.

3 Select **Scan to Digitech** from the list, and then click **Uninstall**.

4 Click **Yes**.

# Using Lexmark Scan to Digitech

After the application has been installed, the scan features on the MFP will behave differently when users scan to a Digitech Server using a Scan to Digitech profile. Within each profile, the prompts that users will see are determined by settings configured by the administrator. Therefore, users may not see all of the prompts described here when using a particular profile.

The following instructions have been included as an addition to the existing device documentation to aid administrators in instructing users to perform each task.

## Scanning documents using Scan to Digitech

- 1 Touch the icon for the Scan to Digitech profile.
- 2 You may be prompted to enter one or more of the following credentials. After entering each credential, touch **Next** to access the next screen.
  - Entity ID

**Note:** The Entity ID determines which projects will be accessed on the Digitech Server. Contact your network administrator for more information about the Entity ID.
  - Username
  - Password
- 3 Select a project from the project list, and then touch **Next**.

**Note:** Contact your network administrator if you need to access a project that is not displayed in the list.
- 4 Depending upon how the application has been configured, you may now be prompted to specify values for a number of index fields. These values help to differentiate your document from others stored in the project directory. After entering a value for a particular index field, touch **Next** to access the next screen.

**Notes:**

  - The prompts for certain optional index fields may not feature a Next button. Instead, users must select a value (such as **True**, **False**, or **[BLANK]**). Upon selecting a value, you will proceed to the next screen.
  - Index fields marked with an asterisk (\*) are required.
- 5 When prompted, load the document into the scanner and then touch **Next**.

**Note:** Documents may be loaded into the scanner in multiple ways. For information on the different methods for loading documents into the scanner, see the *User's Guide* that came with the printer.
- 6 From the Preview Scan screen, touch one of the following:
  - **Accept and continue**—Allows you to scan more pages to save with the current job
  - **Discard**—Allows you to remove the page(s) you just scanned from the current job
  - **Finish the job**—Sends the current job to the Digitech Server
  - **Cancel Job**—Cancels the current job and returns to the MFP home screen

**Warning—Potential Damage:** The size of scanned files cannot exceed 12.5 MB. Files that are larger than 12.5 MB will result in an error and will not be saved to the Digitech Server. Decrease scan resolution and/or color depth to reduce the size of files that are too large. Contact your network administrator for more information about reducing file size.

- 7 Depending upon how the application has been configured, you may see a Confirmation screen. This screen will indicate whether or not your scan was sent successfully to the Digitech Server. Touch **Next** to access the next screen.
- 8 Touch **Yes** to return to the project list and perform another scan, or touch **No** to return to the MFP home screen.

# Troubleshooting

## The application returns to the home screen without authenticating a user

This problem indicates that the network settings for the application are configured incorrectly.

### CHECK THE SETTINGS FOR THE IMAGE SILO OR PAPERVISION ENTERPRISE SERVERS

For more information about configuring network settings, see “Configuring network settings” on page 6.

### CHECK THE PAPERVISION WEB CACHE SETTINGS

If the server settings are correct but you are still experiencing problems, check the Web Cache settings associated with the PaperVision Admin Console to ensure that they are formatted correctly. For more information on checking these settings, see your PaperVision documentation.

### CONTACT LEXMARK

If you cannot isolate the problem, contact your Lexmark representative for additional help.

## A project does not appear in the project list

If users cannot access projects in a project list, try one of the following:

### ENSURE THAT THE PROJECT IS VALID

Check that the project was created properly and that you are able to add and view documents for this project from the server Web site. If users cannot add or view projects from the server Web site, make sure they have appropriate access for the project.

## Users do not see all index fields

If users want to access certain index fields but they are not able to, you may need to clear the Show Only Required Index Fields setting from the Embedded Web Server for the MFP.

### CONFIGURE THE APPLICATION TO PROMPT FOR ALL INDEX FIELDS

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings** → **Embedded Solutions** → **Scan to Digitech** → **Configure**, and then click **Edit**.
  - Browse to **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Profiles**, and then click the name of the profile you want to edit.

- 3 Clear the Show Only Required Index Fields setting.
- 4 Click **Apply**.

## Documents are not scanning in color

Even for color MFPs, administrators must configure Scan to Digitech to scan in color.

### CONFIGURE THE APPLICATION TO SCAN DOCUMENTS IN COLOR

- 1 Type the device IP address in the address field of your Web browser.
- 2 From the Embedded Web Server, do one of the following, depending on your device type:
  - Browse to **Settings** → **Embedded Solutions** → **Scan to Digitech** → **Configure**, and then click **Edit**.
  - Browse to **Configuration** → **Embedded Solutions** → **Scan to Digitech** → **Profiles**, and then click the name of the profile you want to edit.
- 3 Select **On** for the Scan Color field.
- 4 Click **Apply**.

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