LEXMARK™

Embedded Scan to Network

Administrator's Guide

Contents

Overview

Learning about Embedded Scan to Network

The Embedded Scan to Network solution is an embedded Java application that is installed as a flash file on multifunction printers (MFPs) which support the Lexmark Embedded Solutions Framework (LeSF). It allows users at the printer to scan their documents to network destinations specified by the network administrator. This document is intended for use by Lexmark service providers and administrators responsible for the implementation and management of this software in their network environment.

After the destinations (shared network folders) have been established on the network, the setup process for the solution involves installing and configuring the application on the appropriate printer(s). There are two methods for setting up the solution. The first method involves accessing the embedded Web page of the printers on which the solution will be installed. The second method utilizes the MarkVision™ Professional printer management utility (version 11.0 or later).

Minimum system requirements

- A multifunction printer that supports the Embedded Solutions Framework
- The Embedded Scan to Network package v1.4.0.0 (Scan2Network-1.4.0.0_en.exe), which includes:
  - The Embedded Scan to Network solution (snf.fls)
  - The *Lexmark Embedded Scan to Network Administrator's Guide* (AdminGuide.pdf)
  - Readme file (Readme.txt)
  - Lexmark Embedded Scan to Network plug-in for MarkVision Professional (snf.mvp)

Notes:

- See the Readme file for a list of supported printers.
- Versions of the Embedded Scan to Network package are available in multiple languages. Each language is indicated in the package name by a two letter language code. For example, Scan2Network-1.4.0.0_**en**.exe is the English package.

Installing Embedded Scan to Network

Installing Embedded Scan to Network using the embedded Web page

The solution can be manually installed and configured from the embedded Web page of the printer. However, this process must be completed for each printer on which the solution is used. As a result, setting up the solution using the embedded Web page is recommended for networks in which a relatively small number of printers will be used.

1 Open a Web browser, and then enter the printer IP address in the address bar.

2 Click **Configuration**.

3 Under Other Settings, click **Embedded Solutions**.

4 From the Solutions tab, click **Install**.

5 Click **Browse** to locate and select the Scan to Network flash file snf.fls.

6 Click **Start Install** to install the solution.

Installing Embedded Scan to Network using MarkVision Professional

A plug-in (snf.mvp) is available for MarkVision Professional, allowing MarkVision Professional to install and configure the solution on multiple network devices simultaneously.

1 In MarkVision Professional, click **Settings → Embedded Solutions → Solutions Management**.

2 Select the printers the Scan to Network solution will be installed on.

3 Click **Install New Solution**.

4 Select the Embedded Scan to Network flash file (snf.fls).

5 Click **Add**.

Configuring Embedded Scan to Network

There are two methods by which the solution can be configured. The first method uses the configuration section of the printer's embedded Web page. The second method is to import an existing configuration file to one or more printers using MarkVision Professional.

For the solution to be configured properly, at least one network destination must be added. A total of 30 network destinations may be added to the solution. Each network destination, or shared network folder, must be set up on the network prior to the configuration process. Once the destinations are added to the solution, users can then choose from the available destinations when they scan documents at the printer.

In addition, certain features of the solution, such as scanner settings and touch-screen display icons, can be customized or restricted in the configuration process.

Notes:

- If the destination resides on a computer that uses a newer version of the Windows operating system (Windows XP or later), and the Windows Firewall is enabled, the printer may have difficulty sending information to the destination if the destination and the printer reside on different subnets. The Windows Firewall must be configured either to allow communication with the subnet the printer resides on, or the destination should be set up on the same subnet as the printer.
- It is recommended that network destinations contain fewer than 100 folders at any given directory level. The printer will not be able to display more than 100 folders at a time. As a result, if a directory level contains more than 100 folders, some of the folders will not be available from the printer.

Configuring Embedded Scan to Network using the embedded Web page

Accessing the embedded Web page configuration options

Each embedded solution installed on the printer has a **Configure** tab where all of the configurable solution features can be accessed. Follow these steps to browse to the configuration section of the embedded Web page and access the Configure tab for the solution:

1 Open a Web browser.

2 Enter the IP address for the printer in the Web browser address bar. For information on locating the IP address of the printer, see your printer documentation.

3 Click **Configuration**.

4 Under Other Settings, click **Embedded Solutions**.

5 From the Solutions tab under Installed Solutions, select the name of the solution you want to configure. In this case, click **Lexmark Embedded Scan to Network**.

   Note: The name of each solution is a hypertext link that opens the section of the embedded Web page reserved for that solution.

6 Click **Configure**.

Adding a destination

1 Browse to the Embedded Scan to Network Configuration tab.

2 Click **Add**.

3 Enter a name for the destination.

4 Enter either a network path or an FTP address. If the destination resides within a different Windows domain than the printer, enter the Windows domain for the destination in the domain field so that the printer can correctly access the destination.

 Note: If the printer has difficulty connecting with the destination, the WINS Server and Broadcast Address may also be entered to help connect to the destination, but are not required.

5 Choose whether to require user authentication for this destination. Authentication options include:

- **Guest (Network Folder) / Anonymous (FTP)**—Authentication will not be required. Users will not be prompted to enter authentication credentials when this option is selected.

- **Use MFP authentication credentials**—By selecting this option, the user will be prompted to enter the authentication credentials for the printer when they select the Scan to Network icon. As a result, the authentication settings for the printer must be configured appropriately in order for this option to work correctly. For information on configuring the printer authentication settings, see the printer *User's Guide* available on the *Software and Documentation CD* that came with the printer.

- **Prompt for username and password**—If authentication credentials are required for the selected destination, this option should be used to prompt the user for the username and password required for the destination after it has been selected.

- **Use static username and password**—This option uses the authentication credentials for the destination as specified in the username and password fields, without requiring the user to enter them at the touch screen.

 Note: If authentication credentials for the printer are required and the "Prompt for username and password" option is selected, the user will be prompted for both sets of authentication—first for the printer authentication credentials when the Scan to Network icon is selected, and then for the credentials required for the destination after it is selected.

6 Under Scan Settings, select the settings to be used as defaults. Selecting the check box next to each setting will allow users to change that setting when scanning a document. Clear the check box to prevent users from changing the setting from the established default value when using the scanner.

7 Enter a default file name for files scanned to the destination, and select the appropriate file name settings.

- Select the **Allow user to enter file name** check box to let users override this default file name.

- Select the **Append time stamp** check box if you want the printer to add a time signature to the file name when saving a file.

- Select the **Overwrite existing file** check box to automatically replace an existing file of the same name. When the check box is not selected, the printer queries users for how to handle a duplicate file name if it encounters one.

 Note: It is recommended that at least one of the file naming settings is selected. If none of these settings are selected, and a file using the default file name already exists in the destination, there will be no method in place to differentiate a newly scanned file from an existing file, and the printer will not be able to save the new scan to the destination.

8 Make any selections under Other Options:

- **Enable basic XML index file**—The printer generates a basic XML index file in the destination folder. The index lists details about the scan job such as the user who scanned the job (if authentication is turned on) and the settings used to scan the job (except for custom jobs, which have no uniform scan settings).

- **Allow user to navigate through folders**—Users at the printer can browse through subfolders within the destination folder and select where to save their scan job.

- **Allow user to create folder**—Users at the printer can create a subfolder within the destination folder and save their scan job in it.
- **Start in username folder (create if it doesn't exist)**—The printer saves each user's scanned documents in a subfolder named for their username within the destination folder.

9 Click **OK**.

Editing a destination

1 Browse to the Embedded Scan to Network Configuration tab in the printer embedded Web page.

2 Select the destination you want to edit from the list of available Scan Destinations.

3 Click **Edit** to change the destination settings.

4 Change the settings.

5 Click **OK** to apply the changes.

Deleting a destination

1 Browse to the Embedded Scan to Network Configuration tab in the printer embedded Web page.

2 Select the destination you want to delete from the list of available Scan Destinations.

3 Click **Delete** to remove the destination.

4 Click **OK** to delete the destination.

Additional configuration options

Exporting a configuration

The solution lets you export all your current configuration settings into an xml file that can then be imported and used to apply the settings to one or more additional printers. The file contains snapshots of the settings for each destination, as well as your general solution settings.

1 Browse to the Embedded Scan to Network Configuration tab in the printer embedded Web page.

2 Click **Export**.

3 Follow the browser prompts to save the configuration file. You will have the option to enter a unique file name or use the default name snf.xml.

Importing a configuration

1 Browse to the Embedded Scan to Network Configuration tab in the printer embedded Web page.

2 Click **Import** at the bottom of the page.

3 Browse to the saved configuration file, and then load or preview it.

Changing the display icons and labels

The Configure tab provides the option to change the Embedded Scan to Network icons and associated text that appear on the printer display. If you do not want to use the default icons, you can import new icons to be used for both the pressed and unpressed button states.

Note: Replacement icons must be .GIF files under 11KB in size.

1 Browse to the Embedded Scan to Network Configure tab in the printer embedded Web page.

2 Select the **Custom** option next to each field that you want to change.

3 Enter text, or browse to the appropriate image file.

4 Click either **Apply** to save the settings or **Reset** to return to the previous settings.

Setting the "Print Scan Confirmation Page" option

The Configure tab provides the option to print a scan confirmation page after the job is complete. Available options include:
- **Yes**—A confirmation page will be printed.
- **No**—A confirmation page will not be printed.
- **Allow User to Choose**—The user will be prompted to choose whether to print a confirmation page after the job is complete.

1 Browse to the Embedded Scan to Network Configure tab in the printer embedded Web page.

2 Select the desired option.

3 Click either **Apply** to save the settings or **Reset** to return to the previous settings.

Configuring Embedded Scan to Network using MarkVision Professional

You can use MarkVision Professional to apply an existing set of configuration settings to one or more printers on the network.

1 In MarkVision Professional, click **Settings → Embedded Solutions → Solutions Management** task.

2 Select the printer with the configuration settings to be replicated.

3 Under the Embedded Scan to Network listing, click **Export**.

 This exports the configuration settings from your printer to a configuration file.

4 Select the printer(s) to be configured with the exported settings.

5 Under the Embedded Scan to Network listing, click **Import**.

 A File Open dialog appears.

6 Select the file you created.

 This imports your configuration settings to the selected printers from the file.

Using Embedded Scan to Network

Scanning documents at the printer

1 Load the document into the scanner.

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.

2 Touch the **Scan to Network** icon. If prompted, enter the username and password used to access the printer. Contact your network administrator for information on these authentication credentials.

3 Select the Scan to Network destination that you want to receive the scanned document. If prompted, enter the username and password required to access the destination. Contact your network administrator for information on these authentication credentials.

4 Some additional job options may be available depending on how the solution has been configured. Touch **Change** next to each option to update it. Contact your Network Administrator for more information on each option.

- Enter the name of a new or existing directory location (folder) within the selected destination.
- Enter a file name for the scanned document.
- Accept or change the scan settings, such as Paper Size and Paper Type, for your job.
- Select whether or not to print a confirmation page after the job is completed.

5 Touch **Scan It**.

Note: If each page of the document is being scanned individually, you will be prompted to scan each page consecutively. After each page is scanned, load the next page into the scanner and touch the **Scan the Next Page** Button. Touch the **Finish the Job** button when all of the pages have been scanned. A confirmation screen appears to indicate whether the document was scanned successfully.

6 To scan additional documents, load the next document into the scanner and select one of the following from the confirmation screen:

- Touch **Yes, to same destination** to scan the document to the previous destination, and repeat steps 4 through 6.
- Touch **Yes, to a different destination** to scan a document to a different destination, and repeat steps 3 through 6.

Touch **No** to finish the operation and return to the printer Home screen.

Troubleshooting

The Scan to Network Icon is missing

For the Scan to Network solution to work, at least one valid destination must be enabled. If no valid destinations are available, the Scan to Network Icon will disappear from the MFP touch screen.

An application error has occurred

Check the system log for relevant entries.

1 Open a Web browser, and then enter the printer IP address in the address bar.

2 Click **Configuration**.

3 Under Other Settings, click **Embedded Solutions**.

4 Click the **System** tab.

5 From the System tab, click **Log**.

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

A Network destination stopped working or is invalid

There are several different reasons why a network destination may stop working or be invalid. Review the following scenarios to help determine the problem with the destination. The printer system log may also be reviewed for additional information.

- Printer authentication is not configured

  If the Scan to Network solution was configured to "Use MFP authentication credentials," the solution will utilize the existing printer authentication as the only form of authentication needed to access a destination. If the printer authentication settings have not been configured, the solution will not be able to access the authentication information of the printer, and the destination will become invalid because it cannot authenticate the user.

  For information on configuring the printer authentication settings, see the printer *User's Guide* available on the *Software and Documentation CD* that came with the printer.

- The destination has an invalid network address

  The destination Network address can be accessed from the embedded Web page. For information on accessing or editing a destination, see Configuring Embedded Scan to Network.

- The printer is not connected to the network

  Verify that all appropriate network cables are securely connected and that the network settings of the printer are correctly configured. For information on Networking the printer, see the printer *User's Guide* and additional documentation on the *Software and Documentation CD* that shipped with the printer.

The printer cannot scan to the selected destination

If you encounter an error in which the printer cannot complete a scan to a selected destination, the destination may either be invalid or the printer cannot communicate with it.

- The destination is not valid.

  Verify that the destination is valid on the Scan to Network configuration page.

- The destination exists within a different Windows domain than the printer.

  If the destination exists within a different Windows domain than the printer, you can edit the destination from the Scan to Network configuration page and enter the appropriate Windows domain information in the domain field as part of the Network Folder Address.

- The destination resides on a different subnet than the printer.

  If the destination resides on a computer that uses a newer version of the Windows operating system (Windows XP or newer), and the Windows Firewall is enabled, the printer may have difficulty sending information to the destination if the destination and the printer reside on different subnets. The Windows Firewall must either be configured to allow communication with the subnet the printer resides on, or the destination should be set up on the same subnet as the printer.

- The printer will not overwrite an existing file (the name already exists within the destination), and the user cannot rename the file.

  If the three configuration settings for the File Name section of the solution's configuration page are not selected (allow user to enter file name; append time stamp; overwrite existing file), and a file using the default file name already exists within the destination, there will be no method in place to distinguish the newly scanned file from the file present in the destination. The printer will not be able to overwrite the old file, the new file will not receive a time stamp to differentiate it from the old file, and the user will not be able to give the new file a different name. In this case, the old file must either be removed from the destination, or one of the previously mentioned settings must be turned on.

- The network is down, or the printer cannot communicate over the network at present.

  Verify all network connections and that the network settings of the printer are configured appropriately. For information on networking the printer, see the *User's Guide* and additional documentation on the *Software and Documentation CD* that shipped with the printer.

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