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<td>E-mail is not received</td>
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<td>Cannot use LDAP attribute in folder address path</td>
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Change history

February 2020
• Added information about the output format for the Optical Character Recognition feature.
• Added information about maximum characters allowed in the Scan Center display name.
• Added information about Validate User Permission setting to validate user access during test connection.

May 2019
• Updated information on configuring document breaks.

February 2019
• Added information on the following:
  – Naming the scanned document
  – Storing scanned documents with the same file names
  – Scanning again without reauthentication
  – Logging in using a domain

July 2018
• Added information on understanding the application menus.

August 2017
• Added information on the following:
  – Secure FTP destination
  – Downgrading the application

September 2016
• Added information on the following:
  – Custom access control
  – Using a shortcut without accessing the shortcut page
  – Preventing users from creating shortcuts using the printer control panel

July 2016
• Added support for Croatian, Romanian, Serbian, Slovak, and Slovenian.
• Added information on file naming for e-mail destinations using bar code.

May 2016
• Added information on Scan to Hard Disk plug-in.
• Added information on LDAP path attributes.
• Changed the following destination names:
  – From Remote Copy to Remote Printer
  – From Copy to Printer

January 2016
• Initial document release.
Use the application to send scanned documents to one or more destinations. You can also create shortcuts for frequently used destinations, and then access them using their icons or shortcut numbers.

Using the Embedded Web Server, you can configure more settings:
- Customize the application name and icon.
- Hide settings on the printer control panel.
- Manage shortcuts and destinations.
- Import or export configuration files.
- Configure scan confirmations.
- Configure document breaks.
- Create custom prompts.

You can also add the **Scan Center - Hard Disk** plug-in to scan documents to the printer hard disk.

**Notes:**
- For more information, see the documentation that came with the application.
- For more information on obtaining plug-ins, contact your Lexmark representative.

The premium feature set adds the following options to the application:
- Creation of multiple files from a single scan job using a bar code
- Creation of file names and indexes using a bar code
- Thumbnail attachment for confirmations
- Preview of every scanned page
- Blank page removal
- Automatic cropping
- Custom prompts
- Despeckle
- Deskew

For more information on purchasing the premium feature set, contact your Lexmark representative.

This document provides instructions on how to configure, use, and troubleshoot the application.
Application workflow

Start → Configure the scan destinations → Configure the application general settings → With premium feature set? (Y) → Configure the premium settings (N) → Create shortcuts → Scan documents → End
Deployment readiness checklist

Make sure that:

☐ The printer settings have been configured properly for network, e-mail, and fax.

☐ A printer hard disk is installed in the following cases:
  – When sending to multiple destinations
    
    **Note:** This feature is available only in some printer models. For a list of supported printer models, see the *Readme* file.
  – When using the premium version of the application

☐ At least 1GB RAM is installed for the premium version of the application.

☐ You have the following information to configure network destinations:
  – Network address
  – User credentials to connect to the network destination, if necessary

☐ You have the following information to configure FTP or SFTP destinations:
  – FTP address
  – FTP port number

    **Note:** For SFTP, set the port number to 22.

☐ You have the e-mail addresses of the recipients to configure e-mail destinations.

☐ You have the IP addresses of the remote printers to configure remote printer destinations.

☐ You have the fax numbers of the recipients to configure fax destinations.

☐ You have the Scan Center - Hard Disk plug-in to configure hard disk destinations.

  **Note:** For more information on obtaining plug-ins, contact your Lexmark representative.
Managing destinations using the Embedded Web Server

You may need administrative rights to configure the application.

Accessing the Embedded Web Server

Note: When using Internet Explorer, make sure not to show intranet sites in Compatibility View. For more information, see the help information for the browser.

1 Obtain the printer IP address. Do either of the following:
   - Locate the IP address on the printer home screen.
   - From the printer home screen, touch Settings > Network/Ports > Network Overview.

2 Open a web browser, and then type the printer IP address.
   Note: For a list of recommended web browsers, see the Readme file.

Configuring a network destination

1 From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure

2 Click Network Folder > Create Network Folder.

3 Select the connection type, and then do either of the following:
   - For SMB, type or browse to the network folder.
   - For FTP or SFTP, type the FTP address and the port number.
     Note: For SFTP, set the port number to 22.

4 Configure the settings.

5 Click Save.

Notes:

- To use the home directory attribute in the Folder Address field, type % before and after the attribute. For example, %customAttribute%. You can also use other LDAP attributes such as %cn%, %sAMAccountName%, and %userPrincipalName%.
- To edit a destination, select it from the list.
- To delete a destination, click beside it.
- You can also prevent users from creating or editing destinations using the printer control panel.
# Understanding the Network Folder menu

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allow user to create destination in the printer control panel</strong></td>
<td>Let the user create a destination through the printer control panel.</td>
</tr>
<tr>
<td><strong>Create Network Folder</strong></td>
<td>Create a destination.</td>
</tr>
</tbody>
</table>

## Name and Location

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allow user to edit on printer control panel</strong></td>
<td>Let the user edit the settings on the printer control panel.</td>
</tr>
<tr>
<td><strong>Show network path</strong></td>
<td>Show the network path.</td>
</tr>
<tr>
<td><strong>Display Name</strong></td>
<td>The name of the destination.</td>
</tr>
<tr>
<td><strong>Domain</strong></td>
<td>Let the user specify a domain for login authentication.</td>
</tr>
<tr>
<td><strong>Connection Type</strong></td>
<td>Set the type of connection that the destination uses.</td>
</tr>
<tr>
<td>- SMB&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>- FTP</td>
<td></td>
</tr>
<tr>
<td>- SFTP</td>
<td></td>
</tr>
<tr>
<td><strong>Folder Address</strong></td>
<td>Specify the network address of the destination.</td>
</tr>
<tr>
<td><strong>Port</strong></td>
<td>The port number that the printer uses to communicate to the server.</td>
</tr>
<tr>
<td><strong>Use passive mode</strong></td>
<td>Let the printer use passive mode to communicate with the server.</td>
</tr>
<tr>
<td><strong>Authentication Options on printer control panel</strong></td>
<td>Enables the user to edit authentication options on the printer control panel.</td>
</tr>
<tr>
<td><strong>Authentication Options</strong></td>
<td>Let the user access the destination without being prompted for user credentials.</td>
</tr>
<tr>
<td>- No Authentication Required&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>Authentication Options</strong></td>
<td>Use the same credentials that are used to log in to the printer.</td>
</tr>
<tr>
<td>- Use MFP authentication credentials</td>
<td></td>
</tr>
<tr>
<td><strong>Authentication Options</strong></td>
<td>Prompt users to enter their credentials to access the destination.</td>
</tr>
<tr>
<td>- Ask for user name and password</td>
<td></td>
</tr>
<tr>
<td><strong>Authentication Options</strong></td>
<td>Use the credentials that are defined in the User Name and Password fields.</td>
</tr>
<tr>
<td>- Use static user name and password</td>
<td>This option does not require users to enter the credentials on the printer control panel.</td>
</tr>
<tr>
<td><strong>User name</strong></td>
<td>Set a static user name.</td>
</tr>
</tbody>
</table>

---

<sup>1</sup> Indicates factory default setting.

<sup>2</sup> This option is available only if the Optical Character Recognition license is installed.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Password</strong></td>
<td>Set a static password.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This setting appears only if Authentication Options is set to <strong>Use static user name and password</strong>.</td>
</tr>
<tr>
<td><strong>Advanced Options</strong></td>
<td><strong>Validate User Permission</strong></td>
</tr>
<tr>
<td></td>
<td>Let the user test the network connection and establish write access to the network folder. In the background, the application creates a temporary file on the network and then deletes it.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If disabled, it will only test the connection without checking for write access.</td>
</tr>
<tr>
<td><strong>Advanced Options</strong></td>
<td><strong>Use swap file while sending a job</strong></td>
</tr>
<tr>
<td></td>
<td>Replace the actual file name with a temporary file name while the job is being sent.</td>
</tr>
<tr>
<td><strong>Advanced Options</strong></td>
<td><strong>Allow User to Create Folder</strong></td>
</tr>
<tr>
<td></td>
<td>Let the user create a folder in the destination.</td>
</tr>
<tr>
<td><strong>Advanced Options</strong></td>
<td><strong>Start in User Name Folder</strong></td>
</tr>
<tr>
<td></td>
<td>Let the user save scanned documents in folders that are named according to users within the destination.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This setting appears only if Allow User to Create Folder is enabled.</td>
</tr>
<tr>
<td><strong>Advanced Options</strong></td>
<td><strong>Enable Basic XML file</strong></td>
</tr>
<tr>
<td></td>
<td>Generate a basic XML file in the destination that lists details about the scan job.</td>
</tr>
</tbody>
</table>

1 Indicates factory default setting.

2 This option is available only if the Optical Character Recognition license is installed.

### File

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Name</strong></td>
<td>Type a default file name for the scanned documents.</td>
</tr>
<tr>
<td></td>
<td><strong>Notes:</strong></td>
</tr>
<tr>
<td></td>
<td>• The file name must not exceed 255 characters.</td>
</tr>
<tr>
<td></td>
<td>• The file extension is generated automatically according to the value in the File Format field.</td>
</tr>
<tr>
<td><strong>Append Time Stamp</strong></td>
<td>Include a time stamp in the file name of the scanned document. If no file name is specified and Prompt for Filename is not enabled, then the time stamp becomes the file name.</td>
</tr>
<tr>
<td><strong>Prompt for Filename Entry</strong></td>
<td>Let the user specify a file name for the scanned document.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If this setting is selected, then File Name field is disabled and set to empty. This setting is available only in the basic setup.</td>
</tr>
<tr>
<td><strong>Overwrite Existing File Name</strong></td>
<td>Replace existing files of the same file name automatically.</td>
</tr>
<tr>
<td><strong>Append Counter for Multiple Documents</strong></td>
<td>Add an incremental number to the file name.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This setting is applicable only if File Format is set to <strong>TIFF (.tiff)</strong> and TIFF Type is set to <strong>Multiple Files</strong>, or if File Format is set to <strong>JPEG (.jpg)</strong>.</td>
</tr>
</tbody>
</table>

1 Value indicates factory default setting.

2 This option is available only if the Optical Character Recognition license is installed.
### Configuring an e-mail destination

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
2. Click E-mail > Create E-mail.
3. Configure the settings.
4. Click Save.

#### Notes:
- To edit a destination, select it from the list.
- To delete a destination, click 💠 beside it.
- You can also prevent users from creating or editing destinations using the printer control panel.

---

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>Set the file format for the scanned documents.</td>
</tr>
<tr>
<td>TIFF (.tif)</td>
<td>TIFF Type Single File¹</td>
</tr>
<tr>
<td>JPEG (.jpg)</td>
<td>Multiple Files</td>
</tr>
<tr>
<td>PDF (.pdf)¹</td>
<td>Select the file type of the scanned TIFF document.</td>
</tr>
<tr>
<td>XPS (.xps)</td>
<td>Note: This setting appears only if File Format is set to TIFF (.tif).</td>
</tr>
<tr>
<td>TXT (.txt)²</td>
<td>PDF Type Highly Compressed</td>
</tr>
<tr>
<td>RTF (.rtf)²</td>
<td>Archival</td>
</tr>
<tr>
<td>DOCX (.docx)²</td>
<td>Secure</td>
</tr>
<tr>
<td>CSV (.csv)²</td>
<td>PDF Password</td>
</tr>
<tr>
<td>JPEG Quality</td>
<td>Searchable²</td>
</tr>
<tr>
<td>Best for Content</td>
<td>Let the printer determine the best quality for scanned documents.</td>
</tr>
<tr>
<td>JPEG Quality</td>
<td>Set the JPEG quality manually.</td>
</tr>
<tr>
<td>Quality (5–95)</td>
<td>Note: This setting appears only if Best for Content is disabled.</td>
</tr>
</tbody>
</table>

¹ Value indicates factory default setting.
² This option is available only if the Optical Character Recognition license is installed.
Configuring a fax destination

1. From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2. Click Fax > Create Fax.
3. Configure the settings.
4. Click Save.

Notes:
- To edit a destination, select it from the list.
- To delete a destination, click beside it.
- You can also prevent users from creating or editing destinations using the printer control panel.

Configuring a remote printer destination

Scan documents on a supported printer and then send the scanned documents to another printer on the network.

1. From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2. Click Remote Printer > Create Remote Printer.
3. Configure the settings.
4. Click Save.

Notes:
- To edit a destination, select it from the list.
- To delete a destination, click beside it.
- You can also prevent users from creating or editing destinations using the printer control panel.

Creating a shortcut

Create a collection of frequently used destinations that can be accessed from the printer control panel. These shortcuts can contain saved settings for copying, faxing, e-mailing, or scanning to a destination (such as FTP).

Note: You need a printer hard disk to add multiple destinations for a shortcut. For more information on installing a printer hard disk, see the printer User’s Guide.

1. From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2. Click Shortcut > Create Shortcut.
3. Configure the settings.
4 Select or create a destination, add it for the shortcut, and then click Save.

   Note: To configure destinations, see “Managing destinations using the Embedded Web Server” on page 8.

5 If necessary, customize the shortcut.

6 Click Save.

Notes:

- Some settings are available only if the premium feature set is installed. For more information on purchasing the premium feature set, contact your Lexmark representative.
- For more information on creating and managing bar code templates, see the Bar Code Discovery Administrator’s Guide.
- To edit a shortcut, select it from the list.
- To delete a shortcut, click beside it.

You can also set the following features for your shortcut:

- To access the shortcuts easily on the printer display, select Show the shortcut list upon launching the application.
- To prevent users from creating shortcuts using the printer control panel, clear Allow user to create shortcut in printer control panel.
- To limit who can access the shortcut, in the Shortcut Access Control menu, select the appropriate access control. For more information, see “Setting custom access controls” on page 17.
- To scan without accessing the shortcut page, select Start scan immediately.

Understanding the Custom Prompt menu

<table>
<thead>
<tr>
<th>Menu item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type String</td>
<td>Requires users to enter a text string.</td>
</tr>
<tr>
<td>Type Integer</td>
<td>Requires users to enter a numerical value.</td>
</tr>
<tr>
<td>Type Message</td>
<td>Shows a message on the printer display. This prompt does not require user input.</td>
</tr>
<tr>
<td>Type Boolean</td>
<td>Requires users to select whether an option is true or false.</td>
</tr>
<tr>
<td>Type Single Select</td>
<td>Requires users to make a single selection from a list of options.</td>
</tr>
<tr>
<td>Type Multiple Select</td>
<td>Allows users to make multiple selections from a list of options.</td>
</tr>
<tr>
<td>Name</td>
<td>The prompt name.</td>
</tr>
<tr>
<td>Prompt Text</td>
<td>The text that appears on the printer display.</td>
</tr>
<tr>
<td>Default Value</td>
<td>The initial value for the prompt.</td>
</tr>
<tr>
<td>Minimum Length</td>
<td>The minimum number of characters that users can enter in response to the Prompt Text.</td>
</tr>
</tbody>
</table>

   Note: This menu item appears only when “Type” is set to String.
Menu item | Description
--- | ---
**Maximum Length** | The maximum number of characters that users can enter in response to the Prompt Text.  
*Note:* This menu item appears only when “Type” is set to **String**.

**Minimum** | The minimum number of characters that users can enter in response to the Prompt Text.  
*Note:* This menu item appears only when “Type” is set to **Integer**.

**Maximum** | The maximum number of characters that users can enter in response to the Prompt Text.  
*Note:* This menu item appears only when “Type” is set to **Integer**.

**Password** | Converts each entered character on the display into an asterisk.  
*Note:* This menu item appears only when “Type” is set to **String** or **Integer**.

**Default Value** | The default selection for the custom prompt.  
*Note:* This menu item appears only when “Type” is set to **Boolean**.

**Default Item Position** | The initial value within the list of items in a prompt.  
*Note:* This menu item appears only when “Type” is set to **Single Select**.

**Items** | The items that are included within the list of items in a prompt.  
*Note:* This menu item appears only when “Type” is set to **Single Select** or **Multiple Select**.

---

**Understanding the Bar Codes menu**

Menu item | Description
--- | ---
**On First Page Only** | Enables the printer to recognize bar code templates on the first page of a scanned document.

**On All Other Pages** | Enables the printer to recognize bar code templates on subsequent pages of a scanned document.

**File Name** | The file names of the selected bar codes.

**Barcode Field** | Select the bar codes to recognize when a document is scanned.

---

**Managing destinations using the printer control panel**

Only destinations created from the Embedded Web Server are saved automatically. To save destinations created from the printer control panel, add them to a shortcut by touching ★.

This feature and some settings may not be available depending on the configuration of the application. For more information, see “Creating a shortcut” on page 12 or contact your administrator.

**Configuring a network destination**

1. From the home screen, touch the application icon.
2. Touch **Network Folder > Create Network Folder**.
3 Select the network type, and then do either of the following:

- For SMB, browse to the network folder or touch on top of the display to type the host name or IP address of the network folder.
- For FTP or SFTP, type the FTP address and port number.

Note: For SFTP, set the port number to 22.

4 Configure the settings.

5 Touch Done.

Notes:

- To use the home directory attribute in the Folder Address field, type % before and after the attribute. For example, %customAttribute%. You can also use other LDAP attributes such as %cn%, %sAMAccountName%, and %userPrincipalName%.
- If applicable, to edit a destination, touch beside it.
- You can delete destinations only from the Embedded Web Server. For more information, see “Managing destinations using the Embedded Web Server” on page 8.

Configuring an e-mail destination

1 From the home screen, touch the application icon.

2 Touch E-mail > Create E-mail.

3 Configure the settings.

4 Touch Done.

Notes:

- If applicable, to edit a destination, touch beside it.
- You can delete destinations only from the Embedded Web Server. For more information, see “Managing destinations using the Embedded Web Server” on page 8.

Configuring a printer destination

1 From the home screen, touch the application icon.

2 Touch Printer.

3 Configure the settings.

4 Touch Scan.
Configuring a remote printer destination
Scan documents on a supported printer and then send the scanned documents to another printer on the network.

1 From the home screen, touch the application icon.
2 Touch Remote Printer > Create Remote Printer.
3 Configure the settings.
4 Touch Done.

Notes:
- If applicable, to edit a destination, touch beside it.
- You can delete destinations only from the Embedded Web Server. For more information, see “Managing destinations using the Embedded Web Server” on page 8.

Configuring a fax destination

1 From the home screen, touch the application icon.
2 Touch Fax > Create Fax.
3 Configure the settings.
4 Touch Done.

Notes:
- If applicable, to edit a destination, touch beside it.
- You can delete destinations only from the Embedded Web Server. For more information, see “Managing destinations using the Embedded Web Server” on page 8.

Creating a shortcut
Create a collection of frequently used destinations that can be accessed from the printer control panel. These shortcuts can contain saved settings for copying, faxing, e-mailing, or scanning to a destination (such as FTP).

Notes:
- This feature may not be available depending on the configuration of the application. For more information, see “Creating a shortcut” on page 12 or contact your administrator.
- You need a printer hard disk to add multiple destinations for a shortcut. For more information on installing a printer hard disk, see the printer User’s Guide.
- You can edit and delete shortcuts only using the Embedded Web Server. For more information, see “Creating a shortcut” on page 12.

1 From the home screen, touch the application icon.
2 Select one or more destinations.
3 Touch ★ on the upper-right corner of the printer display.
4 Touch Create Shortcut, and then type a unique shortcut name.
5 Touch OK.

Setting application preferences

These settings are available only from the Embedded Web Server. You may need administrative rights to configure the application.

Setting custom access controls

1 From the Embedded Web Server, click Settings > Security > Login Methods.
2 Do any of the following:
   • To set public access, from the Public section, click Manage Permissions.
   • To manage group permission, from the Local Accounts section, click Manage Groups/Permissions, and then select the group.
3 From the Access Controls section, expand Apps.
4 Select the application access control that the public or group can access.
5 Click Save.

Hiding settings on the printer control panel

Increase security by preventing users from editing the destination using the printer control panel.

Note: The changes are reflected on the application and on succeeding shortcuts.
1 From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2 Click Scan Settings, and then clear Show All Settings.
   Note: You can also hide specific settings by clearing the check boxes beside the settings.
3 Click Save for every section.

Configuring scan settings

1 From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2 Click Scan Settings.
3 Configure the settings.
   Note: Scan Preview is available only in some printer models.
4 Click Save.
Note: You can also configure the scan settings for each shortcut.
Understanding the Scan Settings menu

<table>
<thead>
<tr>
<th>Menu item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show All Settings</td>
<td>Enables the printer to show the scan settings on the printer control panel.</td>
</tr>
</tbody>
</table>

### Basic Settings

<table>
<thead>
<tr>
<th>Menu item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color</strong></td>
<td>Specify whether to scan documents in color.</td>
</tr>
<tr>
<td>Off*</td>
<td></td>
</tr>
<tr>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Auto</td>
<td></td>
</tr>
<tr>
<td><strong>Scan Preview</strong></td>
<td>Show a preview of the scan on the display.</td>
</tr>
<tr>
<td>Off*</td>
<td>Note: This menu appears only in some printer models.</td>
</tr>
<tr>
<td>First page only</td>
<td></td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>Set the resolution of the scanned document.</td>
</tr>
<tr>
<td>75 dpi</td>
<td></td>
</tr>
<tr>
<td>150 dpi</td>
<td></td>
</tr>
<tr>
<td>200 dpi</td>
<td></td>
</tr>
<tr>
<td>300 dpi*</td>
<td></td>
</tr>
<tr>
<td>400 dpi</td>
<td></td>
</tr>
<tr>
<td>600 dpi</td>
<td></td>
</tr>
<tr>
<td><strong>Darkness</strong></td>
<td>Adjust the darkness of the scanned document.</td>
</tr>
<tr>
<td>-4 to 4 (0*)</td>
<td></td>
</tr>
<tr>
<td><strong>Custom Job</strong></td>
<td>Turn on scanning of custom jobs by default.</td>
</tr>
<tr>
<td>On</td>
<td>Note: This menu appears only in some printer models.</td>
</tr>
<tr>
<td>Off*</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** An asterisk (*) next to a value indicates the factory default setting.

### Advanced Settings

<table>
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<tr>
<th>Menu item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Specify the content of the original document.</td>
</tr>
<tr>
<td>Content Type</td>
<td></td>
</tr>
<tr>
<td>Text*</td>
<td></td>
</tr>
<tr>
<td>Text/Photo</td>
<td></td>
</tr>
<tr>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** An asterisk (*) next to a value indicates the factory default setting.
<table>
<thead>
<tr>
<th>Menu item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Specify how the original document was produced.</td>
</tr>
<tr>
<td>Content Source</td>
<td></td>
</tr>
<tr>
<td>Black and White Laser</td>
<td></td>
</tr>
<tr>
<td>Color Laser*</td>
<td></td>
</tr>
<tr>
<td>Inkjet</td>
<td></td>
</tr>
<tr>
<td>Photo/Film</td>
<td></td>
</tr>
<tr>
<td>Magazine</td>
<td></td>
</tr>
<tr>
<td>Newspaper</td>
<td></td>
</tr>
<tr>
<td>Press</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Blank Page Removal</td>
<td>Specify whether to remove blank pages.</td>
</tr>
<tr>
<td>On</td>
<td></td>
</tr>
<tr>
<td>Off*</td>
<td></td>
</tr>
<tr>
<td>Blank Page Removal Tolerance</td>
<td>Adjust the sensitivity of scans in relation to blank pages.</td>
</tr>
<tr>
<td>0 to 10 (5*)</td>
<td></td>
</tr>
<tr>
<td>Original Details</td>
<td>Specify the paper size of the original document.</td>
</tr>
<tr>
<td>Original Size</td>
<td></td>
</tr>
<tr>
<td>[List of paper sizes]</td>
<td>Letter*</td>
</tr>
<tr>
<td>Orientation</td>
<td>Specify whether the original document is in portrait or in landscape.</td>
</tr>
<tr>
<td>Portrait*</td>
<td></td>
</tr>
<tr>
<td>Landscape</td>
<td></td>
</tr>
<tr>
<td>Sides (Duplex)</td>
<td>Specify whether the original document is printed on only one side or on</td>
</tr>
<tr>
<td>1-sided*</td>
<td>both sides of the paper.</td>
</tr>
<tr>
<td>2-sided Short Edge</td>
<td></td>
</tr>
<tr>
<td>2-sided Long Edge</td>
<td></td>
</tr>
<tr>
<td>Scan Quality</td>
<td>Adjust the amount of shadow visible on a copy.</td>
</tr>
<tr>
<td>Shadow Detail</td>
<td>-4 to 4 (0*)</td>
</tr>
<tr>
<td>Background Removal</td>
<td>Adjust the amount of background visible on a copy.</td>
</tr>
<tr>
<td>-4 to 4 (0*)</td>
<td></td>
</tr>
<tr>
<td>Sharpness</td>
<td>Adjust the sharpness of scans in relation to the original document.</td>
</tr>
<tr>
<td>1 to 5 (3*)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** An asterisk (*) next to a value indicates the factory default setting.
Creating custom prompts

This setting is available only if the premium feature set is installed. For more information on purchasing the premium feature set, contact your Lexmark representative.

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
2. Click Custom Prompt > Create Custom Prompt.
3. Configure the prompts.
4. Click Save.

Notes:
- Passwords are visible on the XML file.
- To edit a prompt, select it from the list.
- To delete a prompt, click beside it.

Configuring document breaks

This setting is available only if there is a printer hard disk installed.

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
3. Specify how you want to break the document.
4. Click Save.

Note: You can also configure document breaks for each shortcut.

Understanding the Document Break menu

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Document Break</td>
<td>Specify whether the printer creates multiple files from a single scan job.</td>
</tr>
<tr>
<td>Number of Pages Between Jobs</td>
<td>Set the page interval for document breaks.</td>
</tr>
</tbody>
</table>
Configuring scan confirmation settings

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
2. Click Summary Page.
3. Configure one or more of the scan confirmation settings.
4. Click Save.

Note: You can also configure the scan confirmation settings for each shortcut.

Understanding the Summary Page menu

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Scan Summary</td>
<td>Enable the printer to show a summary page of the scan job.</td>
</tr>
<tr>
<td>Print Confirmation</td>
<td>Print a page to confirm that the scanned document is sent successfully.</td>
</tr>
<tr>
<td>E-mail Confirmation</td>
<td>Send an e-mail to confirm that the scanned document is sent successfully.</td>
</tr>
<tr>
<td>To</td>
<td>Type an e-mail address that receives the confirmation e-mail.</td>
</tr>
<tr>
<td>Subject</td>
<td>Type a subject to be used in the confirmation e-mail.</td>
</tr>
</tbody>
</table>

Customizing the application icon

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
2. Click Home Screen Button.
3. Specify the text and image that you want to appear on your home screen.
4. Click Save.

Importing or exporting a configuration file

Note: Importing configuration files overwrites the existing application configurations.

1. From the Embedded Web Server, navigate to the configuration page for the application:
   - Apps > Scan Center > Configure
2. Click Import/Export Configuration.
3. Do either of the following:
   - Browse to the configuration file, and then click Import.
   - Click Export.
Scanning documents

1 Load the document into the automatic document feeder tray or on the scanner glass.

2 From the home screen, do either of the following:
   • Touch the application icon, and then select or create a destination.
   • Touch a shortcut, or press # followed by the shortcut number.

   Notes:
   – For more information, see "Configuring the application" on page 8.
   – For e-mail destinations, make sure that the attachment does not exceed the e-mail size limit. For more information, see the documentation for your e-mail provider.

3 If necessary, touch Scan.

4 Follow the instructions on the display.

   Notes:
   • If you scan a document and save it using the same file name as a stored file, then the application renames the new file. An underscore and a number are appended to its file name, and the number increments depending on the smallest available number. For example, if the name of the stored file is Scan, then the new documents with the same file name are Scan_1, Scan_2, and Scan_3.
   • To perform another scan job, touch Scan Again on the printer panel.
Troubleshooting

Application error

Try one or more of the following:

Check the diagnostic log
1. Open a web browser, and then type IP/Se, where IP is the printer IP address.
2. Click Embedded Solutions, and then do the following:
   a. Clear the log file.
   b. Set the logging level to Yes.
   c. Generate the log file.
3. Analyze the log, and then resolve the problem.

Adjust the scan settings
1. From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2. From the scanning options, select a lower scan resolution or turn off color scanning.
3. Click Apply.

Downgrade the application version

Notes:
- This feature is available only in some printer models.
- Downgrading the application version removes the existing application configurations and removes compatibility with plug-in applications.

1. From the Embedded Web Server, click Apps.
2. From the list, select the application, and then click Downgrade.

Upgrade the plug-in version

Your plug-in version may not be compatible with the application version.

Contact your Lexmark representative

License error

Contact your Lexmark representative
Some settings do not appear in the configuration page for the application

Make sure to use the recommended web browser
For more information, see the Readme file.

When using Internet Explorer, make sure not to show intranet sites in Compatibility View
For more information, see the help information for the browser.

Contact your Lexmark representative

Insufficient memory
Try one or more of the following:

Make sure that the available printer hard disk space is at least 20GB

Make sure that the printer memory is at least 1GB for the premium version or at least 512MB for the basic version of the application
For more information, see the printer User’s Guide or contact your system administrator.

Contact your Lexmark representative

Shortcut icon does not appear
Try one or more of the following:

Make sure that the shortcut has at least one valid destination

Make sure that the icon is set to appear on the home screen
1 From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2 Click Shortcuts, and then enable the home screen icon for the shortcut.
3 Click Save.
Delete unused shortcuts

Use the shortcut number
You can show only a limited number of application shortcuts on the home screen. To launch the shortcut, press # and then the shortcut number.

Errors found in an imported file

Check the diagnostic log for the application
1. From the Embedded Web Server, navigate to the configuration page for the application:
   Apps > Scan Center > Configure
2. Click Diagnostic Log, and then select the diagnostic levels.
3. Click Save.
4. Analyze the log, and then resolve the problem.

Notes:
- To access the diagnostic log, open a web browser, type the printer IP address followed by /se, and then click Embedded Solutions.
- If you have installed a printer hard disk, then you can save the log in it by selecting Use Hard Disk.

Cannot create multiple destinations
Try one or more of the following:

Make sure that a printer hard disk is installed with at least 20GB free space

Make sure that the printer memory is at least 1GB for the premium version or at least 512MB for the basic version of the application
For more information, see the printer User’s Guide or contact your system administrator.

Cannot add destinations or shortcuts
Try one or more of the following:

Delete unused destinations or shortcuts

Install the premium feature set
The premium version lets you save up to 500 destinations compared with 100 in the basic version. For more information on purchasing the premium feature set, contact your Lexmark representative.
Contact your administrator

Cannot scan to the selected destination
Try one or more of the following:

Make sure that the destination is valid
For more information, see “Configuring the application” on page 8.

If the printer and destination are in different domains, then make sure that the domain information is specified

Make sure that the port number for the SFTP destination is set to 22

E-mail is not received
Try one or more of the following:

Make sure that the e-mail address is correct

Make sure that the attachment does not exceed the e-mail size limit
For more information, see the documentation for your e-mail provider.

Cannot send to fax destination
Try one or more of the following:

Make sure that the printer fax settings are configured correctly
The application supports only the Fax Analog mode.

Contact your system administrator

Cannot use LDAP attribute in folder address path
Try one or more of the following:

Make sure that you are allowed to create folders
For more information, see “Configuring a network destination” on page 8.
Make sure to type `%` before and after the attribute

Set the LDAP server port to 389

1. From the Embedded Web Server, click **Settings > Security > Login Methods**.
2. From the Network Accounts section, select the LDAP login method.
3. From the General Information section, change the server port to 389.
4. Click **Save and Verify**.

Make sure that the LDAP settings are configured correctly

For more information, contact your administrator.

Make sure that the LDAP server supports the attribute

For more information, contact your administrator.

Cannot name files for e-mail destinations using bar code

Do not use Dynamic Text for the e-mail destination

When Dynamic Text is used for e-mail destinations, you can use only the following options:

- Editable text
- Custom prompts

Cannot scan immediately

Create a new shortcut from the current shortcut

You cannot scan immediately when incompatible settings are found in your shortcut. Scan Center fixes these settings automatically, but it does not save them.

To retain the changes, create a new shortcut.

Notes:

- This feature may not be available depending on the configuration of the application. For information on creating a shortcut using the Embedded Web Server, see “Creating a shortcut” on page 12 or contact your administrator.
- We recommend deleting the current shortcut after creating the new shortcut.
1. From the home screen, touch the shortcut or press `#` followed by the shortcut number.
2. Touch ★ on the upper-right corner of the printer display.
3. Touch **Create Shortcut**, and then type a unique shortcut name.
4. Touch **OK**.
Cannot delete bar code template

Some printers do not support the Bar Code Discovery application. For a list of supported printers, see the Readme file for Bar Code Discovery.

Contact your Lexmark representative
Frequently asked questions

Why can’t I scan to multiple destination types?

You need a printer hard disk to add multiple destinations for a shortcut. For more information on installing a printer hard disk, see the printer User’s Guide.

What happens to shortcuts with multiple destinations if the printer hard disk is removed?

A prompt appears during scanning that lets you select a single destination.

What is the maximum number of characters allowed in the Scan Center display name?

A maximum of 100 characters are allowed in the Scan Center display name.

Why won’t my premium feature set work?

You need a license for the premium feature set to work. For more information, contact your Lexmark representative.

What happened to the other settings on the control panel?

Settings can be hidden using the Embedded Web Server. For more information, see “Hiding settings on the printer control panel” on page 17.

Note: You may need administrative rights to configure the application from the Embedded Web Server.

Why does my destination disappear after I use it on the control panel?

Only destinations created from the Embedded Web Server are saved automatically. To save destinations created from the printer control panel, add them to a shortcut by touching ⭐, or add them using the Embedded Web Server. For more information, see “Managing destinations using the Embedded Web Server” on page 8.

Notes:

- This feature may not be available depending on the configuration of the application. For more information, see “Creating a shortcut” on page 12 or contact your administrator.
- You may need administrative rights to configure the application from the Embedded Web Server.
Why can’t I adjust the scan resolution?

The scan resolution of OCR is locked at 300 dpi to improve recognition results. Extensive testing shows that scanning at 300 dpi produced a significantly higher accuracy rate than scanning at lower resolutions. No improvements were found when scanning at resolutions higher than 300 dpi.

Why can't I complete my scan?

Your scan job is canceled when you log in to the printer using Card Authentication.
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February 2020

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