



Lexmark™

Scan to Hard Disk

Administrator's Guide

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Edition notice

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Contents

- Edition notice.....2**
- Overview..... 5**
- Configuring the application..... 6**
 - Configuring applications using the Embedded Web Server (EWS)..... 6
 - Accessing application configuration settings using the Embedded Web Server 6
 - Customizing the display icon 6
 - Checking which version of the Embedded Solutions Framework is installed on a printer 7
 - Configuring applications using MarkVision Professional (MVP)..... 7
 - Installing solution descriptors on the MarkVision Server 7
 - Accessing application configuration settings using MarkVision Professional 8
 - Licensing applications..... 8
 - Configuring scanning options..... 9
 - Exporting and importing configuration files..... 9
 - Exporting and importing a configuration using the Embedded Web Server..... 9
 - Exporting and importing a configuration using MarkVision Professional 10
- Using Scan to Hard Disk..... 11**
 - Creating a folder for scanned documents..... 11
 - Accessing a folder..... 11
 - Scanning original documents..... 11
 - Accessing a scanned document..... 12
- Troubleshooting..... 14**
 - Scan to Hard Disk troubleshooting..... 14
 - An application error has occurred 14
 - Documents are not scanning in color 14
 - License error..... 15
- Notices..... 16**
- Index..... 19**

Overview

Use the application to scan documents and save them to the printer hard disk. From the hard disk, you can:

- Create folders.
- Assign a password to folders or documents.
- Rename, print, or delete saved documents.

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

Configuring the application

Configuring applications using the Embedded Web Server (EWS)

Accessing application configuration settings using the Embedded Web Server

- 1 Obtain the printer IP address:
 - From the printer home screen
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Open a Web browser, and then type the printer IP address in the address field.
The Embedded Web Server appears.
- 3 From the navigation menu on the left, click **Settings** or **Configuration**, and then do one of the following:
 - Click **Apps > Apps Management**.
 - Click **Device Solutions > Solutions (eSF)**.
 - Click **Embedded Solutions**.
- 4 From the list of installed applications, click the application you want to configure, and then click **Configure**.

Customizing the display icon

- 1 Access the application configuration settings from the Embedded Web Server or MarkVision Professional.
- 2 From the Configure, Profile, or Profiles page, add or edit a profile, and then change the settings if necessary:
 - **Button Text** or **Icon Text**—Type up to 20 characters that will appear above the profile button on the printer home screen. This field is required.
 - **Button Icon** or **Icon**—Browse to a new image file that represents the profile on the printer home screen. This field is optional.
 - **Button Icon when pressed** or **Icon when pressed**—Browse to a new image file that will be displayed while the profile icon is being pressed. This field is optional.

Notes:

- For printers running the Embedded Solutions Framework (eSF) version 3.0 or later, the image should be a PNG file with a transparent background, and should measure 192 x 302 pixels. It should not exceed 11KB in size.
- For printers running eSF version 2.0, the image should be a GIF, PNG, or JPEG file, and should measure 120 x 75 pixels.
- For printers running eSF version 1.2, the image should be a GIF file and should measure 120 x 75 pixels.

- If you are unsure about which version of eSF your printer is running, then see [“Checking which version of the Embedded Solutions Framework is installed on a printer” on page 7](#).

3 Save or discard your changes.

Checking which version of the Embedded Solutions Framework is installed on a printer

1 Obtain the printer IP address:

- From the printer home screen
- From the TCP/IP section in the Network/Ports menu
- By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Open a Web browser, and then type the printer IP address in the address field.

3 From the Embedded Web Server, click **Reports > Device Settings**.

4 Scroll down until you see “Embedded Solutions” (usually found near the bottom).

5 In the Embedded Solutions section, note the value next to “Framework =”. This signifies the installed version.

Note: To view the complete list of supported printers for each version of the Embedded Web Server, see the *Readme* file.

Configuring applications using MarkVision Professional (MVP)

Installing solution descriptors on the MarkVision Server

Solution descriptors are XML files that are installed on the MarkVision 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 application includes a solution descriptor, which must be installed before the application can be configured.

Use one of the following methods to install a solution descriptor on the MarkVision 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. Type the device password to gain access to the device.

3 Select the application 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, then 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. Type the device password to gain access to the device.
- 3 Click **Manage Descriptors**.
- 4 Click **Add**.
- 5 Browse to find the solution descriptor for the application.
- 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, then an error message appears in MVP 11.2.

- 7 Click **Close**.

Accessing application configuration settings using MarkVision Professional

Note: MarkVision Professional 11.2 or later required.

To configure a solution in MVP:

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Select devices using the Quick Find or Folders tabs.
Use **Ctrl + click** and **Shift + click** to select multiple devices.
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. Type the device password to gain access to the device.
All installed embedded solutions appear.
- 3 Select the solution to be configured.
- 4 Click **Fetch Descriptor(s)** to install the necessary solution descriptor onto the MVP server from the device.
- 5 Click **Configure**, and then adjust settings if needed.

Licensing applications

Applications require a valid electronic license to run on select printers.

For more information on purchasing a license for an application, contact your Lexmark representative.

Configuring scanning options

1 Access the application configuration settings from the Embedded Web Server or MarkVision Professional.

2 Change the default scanning options if necessary:

- **Max Print Copies**—Specify the maximum number of copies to be printed in one print job.
- **Show Scan Settings**—Select this option to allow manual adjustment of scan settings.
- **Scan Sides (Duplex)**—Select **1 Sided** to specify that the device will scan only one side of a document. Select **2 Sided** to scan both sides.
- **Scan Resolution**—Adjust the quality of the scanned document.
- **Scan Color**—Select **On** to scan the document in color, or **Off** to scan it in black and white.
- **Scan Contrast**—Specify a setting to increase or decrease the level of contrast for the scanned document.
- **Scan File Format**—Specify the output format (TIFF, JPEG, PDF, Secure PDF, or XPS) of the scanned document.

Notes:

- The JPEG file format does not support multiple pages. If users will be scanning documents containing more than one page, then use TIFF, PDF, Secure PDF, or XPS as the scan file format.
- Some file formats are available only in select printer models.

3 Do one of the following:

Using the Embedded Web Server

- 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 MarkVision Professional

- Click **OK** to save changes.
- Click **Cancel** to exit without saving changes.

Exporting and importing configuration files

After configuring an application, you can export your current settings into a file that can then be imported and used to configure that application on one or more additional printers.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

1 From the Embedded Web Server, click **Settings** or **Configuration**, and then do one of the following:

- Click **Apps > Apps Management**.
- Click **Device Solutions > Solutions (eSF)**.
- Click **Embedded Solutions**.

- 2 From the list of installed applications, click the name of the application you want to configure.
- 3 Click **Configure**, and then do one of the following:
 - To export a configuration to a file, click **Export**, and then follow the instructions on the computer screen to save the configuration file.

Note: If a **JVM Out of Memory** error occurs, then repeat the export process until the configuration file is saved.

- To import a configuration from a file, click **Import**, and then browse to the saved configuration file that was exported from a previously configured printer.

Notes:

- Before importing the configuration file, you can choose to preview it first.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

Exporting and importing a configuration using MarkVision Professional

Exporting configuration settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Using the Quick Find or Folders tabs, select the device or devices where the application is installed. Use **Ctrl + click** and **Shift + click** to select multiple devices.

Note: Password-protected network devices are displayed in red. Type the device password to gain access to the device.
- 3 From the list, select the name of the application you want to configure, and then click **Export**.
- 4 Browse to find a location to save the universal configuration file (.ucf), and then click **Save**.

Importing configuration settings

- 1 From the MarkVision Professional Home screen, select **Embedded Solutions - Solutions Management** from the All Tasks list.
- 2 Using the Quick Find or Folders tabs, select the devices where the application is installed. Use **Ctrl + click** and **Shift + click** to select multiple devices.

Note: Password-protected network devices are displayed in red. Type the device password to gain access to the device.
- 3 From the list, select the name of the application you want to configure, and then click **Import**.
- 4 Browse to find the universal configuration file (.ucf), and then click **Add**.

Using Scan to Hard Disk

Creating a folder for scanned documents

All scanned documents are automatically stored in the / folder. Here, you can create subfolders to organize your scanned documents.

- 1 From the printer home screen, touch the application icon.
- 2 Touch **Create Folder**, and then type a name for the folder.
- 3 Touch **OK**.
- 4 Type a password to protect the documents stored in the newly created folder.
If you do not want to assign a password to the folder, then leave the Password field blank.
- 5 Touch **OK**.

Accessing a folder

- 1 From the printer home screen, touch the application icon.
- 2 Touch the folder that you want to access.
Note: If the folder has a lock icon, then you need to type the folder password.
- 3 Do one of the following:
 - Touch **Create Folder** to create a subfolder.
 - Touch **Rename** to change the name of the folder.
 - Touch **Move** to move the folder to another directory.
 - If applicable, touch **Change Password** to change the folder password.
 - Touch **Delete** to delete the folder, including the scanned documents stored in it.

Notes:

- If one of the files or subfolders in the folder is password-protected, then you cannot delete the folder or move it to another directory.
 - Renaming or moving a folder that contains many files may take several minutes to complete.
- 4 Follow the instructions on the printer display.

Scanning original documents

- 1 Load the original document into the printer.
Note: Documents may be loaded into the printer in multiple ways. For information on the different methods for loading original documents into the printer, see the printer *User's Guide*.
- 2 From the printer home screen, touch the application icon.
- 3 Touch the folder where you want to save the scanned document, and then touch **Scan Here**.
Note: If the folder has a lock icon, then you need to type the folder password.

- 4 Type a file name, and then touch **OK**.
- 5 If you want to protect the document, then type a password.
If you do not want to assign a password to the document, then leave the Password field blank.
- 6 Touch **OK**.
- 7 Adjust the scan settings if necessary.
Note: The scan settings may not be visible, depending on how the application has been configured.
- 8 Touch **Scan It**.
- 9 If you are scanning multiple pages, then load the next page into the printer, and then touch **Scan the Next Page**.
- 10 After scanning all pages, touch **Finish the Job**.

Accessing a scanned document

Using the Embedded Web Server

Warning—Potential Damage: Accessing a scanned document with a large file size may corrupt the downloaded copy.

- 1 Type the printer IP address or host name in the address field of your Web browser.
Note: If you do not know the IP address or host name of the printer, then you can:
 - View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click **Applications > Scan to Hard Disk Web Retrieval**.
- 3 If necessary, navigate to the folder where the scanned document is stored.
Note: If the folder has an asterisk sign, then you need to type the folder password.
- 4 Select the file name of the document that you want to access.
Note: If the document has an asterisk sign, then you need to type the document password.
- 5 Click **Open** or **Save**, and then follow the instructions on the computer screen.

Using the printer control panel

- 1 From the printer home screen, touch the application icon.
- 2 Touch the folder where the scanned document is stored.
Note: If the folder has a lock icon, then you need to type the folder password.
- 3 Touch the file name of the document to view its information.
Note: If the document has a lock icon, then you need to type the document password.
- 4 Do one of the following:
 - Touch **Rename** to change the file name of the document.
 - Touch **Move** to move the document to another directory.

- Touch **Change Password** to change the document password.
- Touch **Delete** to delete the document.
- Touch **Print** to print the document, and then set the following options:
 - **Color**—Print in either black or color.
 - **Duplex**—Print on either one side or both sides of a sheet of paper.

Notes:

- This feature is available only in select printer models.
- To specify the number of copies to be printed, touch - or +.
- You can print only up to the maximum allowable number of copies for each print job. For more information, see [“Configuring scanning options” on page 9](#).

5 Follow the instructions on the printer display.

Troubleshooting

Scan to Hard Disk troubleshooting

An application error has occurred

Try one or more of the following:

Check the system log

- 1 Obtain the printer IP address:
 - From the printer home screen
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- 2 Open a Web browser, and then type the printer IP address in the address field.
The Embedded Web Server appears.
- 3 From the navigation menu on the left, click **Settings** or **Configuration**, and then do one of the following:
 - Click **Apps > Apps Management**.
 - Click **Device Solutions > Solutions (eSF)**.
 - Click **Embedded Solutions**.
- 4 Click the **System** tab > **Log**.
- 5 From the Filter menu, select an application status.
- 6 From the application menu, select an application, and then click **Submit**.

Adjust the scan settings

Note: This applies only to applications that support scanning.

In the application configuration settings, select a lower scan resolution. You can select **Off** or a lower resolution from the Scan Color menu.

Contact your solutions provider

If you still cannot isolate the problem, then contact your solutions provider for additional help.

Documents are not scanning in color

Configure the application to scan documents in color

- 1 Access the application configuration settings from the Embedded Web Server or MarkVision Professional.
- 2 From the Scan Color drop-down menu, select **On**.

3 Click **Apply** or **OK** to save the changes.

License error

Try one or more of the following:

Make sure the application is licensed

Applications require a license to run.

For more information on purchasing a license, contact your Lexmark representative.

Make sure the license is up-to-date

Make sure the license for the application has not yet expired. Check the license expiry date using the Embedded Web Server or MarkVision Professional.

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Index

A

- accessing a folder 11
- accessing a scanned document 12
- accessing application configuration settings
 - using the Embedded Web Server 6
- application configuration settings
 - accessing 6
 - application error troubleshooting 14
- applications
 - licensing 8

C

- configuring scanning options 9
- creating a folder for scanned documents 11
- customizing the display icon 6

D

- descriptor file
 - fetching 7
 - installing 7
- display icon
 - customizing 6
- documents
 - troubleshooting, scanning in color 14
- documents are not scanning in color 14
- documents, original scanning 11
- documents, scanned
 - accessing 12
 - changing password 12
 - deleting 12
 - moving to another directory 12
 - printing 12
 - renaming 12

E

- Embedded Solutions Framework
 - checking version number 7

Embedded Web Server

- accessing application configuration settings 6
- exporting a configuration using MarkVision Professional 10
- using the Embedded Web Server 9
- exporting a configuration using MarkVision Professional 10
- exporting a configuration using the Embedded Web Server 9

F

- folder
 - accessing 11
 - changing password 11
 - deleting 11
 - moving to another directory 11
 - renaming 11
- folder, scanned documents
 - creating 11

I

- importing a configuration using MarkVision Professional 10
- using the Embedded Web Server 9
- importing a configuration using MarkVision Professional 10
- importing a configuration using the Embedded Web Server 9
- installing
 - descriptor file 7

L

- license error 15
- licensing applications 8

M

- MarkVision Professional
 - installing descriptor file 7
 - using 8

O

- overview 5

S

- scanned document
 - accessing 12
- scanning
 - accessing a folder 11
 - accessing a scanned document 12
 - creating a folder 11
- scanning options
 - configuring 9
- scanning original documents 11

T

- troubleshooting
 - an application error has occurred 14
 - documents are not scanning in color 14
 - license error 15