Scan to Hard Disk

Version 1.5

Administrator's Guide

Contents

Change history

June 2021
- Added information on the Hard Disk Web Retrieval feature.

November 2020
- Initial document release.

August 2017
- Added information on web browser support.

July 2016
- Added support for Croatian, Romanian, Serbian, Slovak, and Slovenian.

May 2016
- Initial document release for multifunction products with a tablet-like touch-screen display.

Overview

Scan to Hard Disk is composed of two applications:

- **Scan Center**—Use the application to send scanned documents to one or more destinations. For more information, see the *Scan Center Administrator's Guide*.

  Note: The Scan Center - Hard Disk plug-in must be installed on Scan Center to save documents to the printer hard disk.

- **Print from Hard Disk**—Use the application to manage documents from the printer hard disk.

From the printer hard disk, you can:

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

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

Deployment readiness checklist

Make sure that:

☐ A printer hard disk is installed with at least 20GB free space.

☐ Scan Center is at least version 1.0.13 or later.

To check the application version, do the following:

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

2 From the Embedded Web Server, click **Apps** > **Scan Center**.

3 Note the value associated with "Version."

Configuring the applications

You may need administrative rights to configure the applications.

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 top of 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 hard disk folder destination

Using the Embedded Web Server

1 From the Embedded Web Server, navigate to the configuration page for the application:

   Apps > **Scan Center** > **Configure**

2 Click **Hard Disk Folder** > **Create Hard Disk Folder**.

3 Configure the settings.

4 Click **Save**.

Notes:
- If the folder that is indicated in the path does not exist, then testing the connection automatically creates it.
- 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.

Using the printer control panel

Only destinations created from the Embedded Web Server are saved automatically. For more information on saving destinations created from the printer control panel, see .

1 From the home screen, touch the application icon.

2 Touch **Hard Disk** > **Create Hard Disk Folder**.

3 Configure the settings.

> **Note:** To add a folder, touch ⋮ on the top of the display.

4 Touch **Done**.

Notes:

- If the folder that is indicated in the path does not exist, then testing the connection automatically creates it.
- If applicable, to edit a destination, touch ✎ beside it.
- You can delete destinations only from the Embedded Web Server. For more information, see .

Creating a shortcut

Destinations created from the printer control panel are not saved, but the folders still exist. To save the destination with the folders after creating them from the printer control panel, do the following:

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**.

Notes:

- 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*.
- These shortcuts can contain saved settings for other destinations such as copying or e-mailing.
- You can edit or delete shortcuts only from the Embedded Web Server.

Importing or exporting a configuration file

Note: Importing configuration files overwrites the existing application configurations.

Importing a configuration file for Scan Center

1 From the Embedded Web Server, navigate to the configuration page for the application:

Apps > **Scan Center** > **Configure**

2 Click **Import/Export Configuration**.

3 Browse to the configuration file, and then click **Import**.

Importing a configuration file for Print from Hard Disk

1 From the Embedded Web Server, navigate to the configuration page for the application:

Click **Apps** > **Print from Hard Disk** > **Configure**

2 Click **Import**.

3 Browse to the configuration file, and then click **Start**.

Exporting a configuration file

1 From the Embedded Web Server, do one of the following:

- Click **Apps** > **Scan Center** > **Configure** > **Import/Export Configuration**.
- Click **Apps** > **Print from Hard Disk** > **Configure**.

2 Click **Export**.

Accessing the web application

Use the application to view the documents stored on your printer hard disk from the Embedded Web Server. You can also download the documents by selecting them.

Note: When using Internet Explorer, make sure to show intranet sites in Compatibility View. For more information, see the help information for the browser.

1 From the Embedded Web Server, click **Apps** > **Launch Apps**.

2 Launch the Hard Disk Web Retrieval web application.

Configuring the Hard Disk Web Retrieval feature

This feature lets you schedule automatic deletion of files that are saved in the printer hard disk.

Note: Only target files should be deleted. We recommend that folders created by users and scanning and security settings of users must not be deleted.

1 From the Embedded Web Server, click **Apps** > **Launch Apps** > **Hard Disk Web Retrieval**.

2 Do any of the following:

Create a folder

a Click **Create Folder**.

b In the Folder Name field, type a folder name.

c Select **Password Protect**, and then type the password in the Password and Re-enter Password fields.

d Select **Automatically delete folder contents (including password-protected files and subfolders)**.

- **Frequency**—Select how often you want to delete the files.
  - **Daily**— Delete the files daily.

    Notes:

    - By default, Daily is selected
    - If you select Daily, the Day option is unavailable.

- **Weekly**—Delete the files weekly.
        - **Monthly**—Delete the files monthly.
    - **Day** —Select the day when you want to delete the files.

        Notes:

        - By default, the first option is selected.
            - If you schedule the deletion monthly but select a date that is not in that month, then the deletion will not happen on that month.
    - **Time**—Select the time when you want to delete the files.

        Note: By default, 00.00 is selected.

    Notes:

    - If a subfolder is deleted during the automatic deletion of a main folder, then the scheduled deletion record is also deleted.
        - If a folder is moved to a new location, then the deletion schedule for that folder is retained.
        - Password-protected subfolders and files are included during scheduled deletion.
- **e** Click **Save**.

Edit a folder

a Select the folder that you want to edit, and then click **Edit Folder**.

b Modify the details, and then click **Save**.

Note: The Edit Folder button is disabled for the root folder.

Delete a folder

a Select the folder that you want to delete.

b Click **Delete**

   Notes:

   - The Delete Folder button is disabled for the root folder.
       - During deletion, all password-protected files and subfolders inside the folder are also deleted.
       - During deletion, if the folder is password-protected, then there will not be any prompt for a password.

Notes:

- The error message **This folder no longer exists** appears when you create or delete folders inside a folder that has already been deleted by scheduled deletion.
- The items displayed by the file browser may include files and folders used by other applications. Users with administrative rights must be careful in managing these files and folders.

Using the applications

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. For more information on creating destinations, see "Configuring a hard disk folder destination" on page 6.
- Touch a shortcut. For more information on shortcuts, see the *Scan Center Administrator's Guide*.

3 Touch **Scan**.

4 Follow the instructions on the display.

Managing folders

1 From the home screen, touch **Print from Hard Disk**.

2 Do any of the following:

- To create a folder, or hide or show folders, touch ⋮ on the top of the display.

    Notes:

    – You can also create folders using Scan Center. For more information, see "Configuring a hard disk folder destination" on page 6.
    – Hiding the folders shows you the list of documents only.

- To manage a specific folder, touch ⋮ beside it.

    Note: To edit or delete a password for a folder, touch **Change Password**.

3 Follow the instructions on the display.

Managing documents

1 From the home screen, touch **Print from Hard Disk**.

2 Touch ⋮ beside the documents.

    Note: To edit or delete a password for a document, touch **Change Password**.

3 Follow the instructions on the display.

Printing a document

You can only retrieve unsupported file formats using the Hard Disk Web Retrieval. For more information, see "Accessing the web application" on page 8.

Note: For a list of supported file formats, see the *Readme* file.

1 From the home screen, touch **Print from Hard Disk**.

2 Select a document.

3 If prompted, enter your credentials.

4 If necessary, modify the settings.

  Note: To restore the print settings default values, touch ⋮ on the top of the display, and then touch **Clear All Values**.

5 Touch **Print**.

Troubleshooting

Application error

Try one or more of the following:

Check the diagnostic log for Scan Center

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 Open a Web browser, type the printer IP address followed by **/se**, and then click **Embedded Solutions**.

Note: If you selected **Use Hard Disk**, then the log is saved in the hard disk.

5 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 Lower scan resolution or turn off color scanning for the application or the shortcut.

3 Click **Save**.

Contact your solution provider

If you still cannot resolve the problem, then contact your solution provider.

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 Scan Center

For more information, see the printer *User's Guide* or contact your system administrator.

Contact your solution provider

If you still cannot resolve the problem, then contact your solution provider.

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 display intranet sites in Compatibility View

For more information, see the help information for the browser.

Contact your Lexmark representative

Garbage file names for files downloaded from the web application

Make sure to use the recommended web browser

For more information, see the *Readme* file.

When using Internet Explorer to access the web application, make sure not to show intranet sites in Compatibility View

For more information, see the help information for the browser.

Contact your Lexmark representative

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