



**Kodak**

# Scan Station 700 Series

## Configuring User Settings

# Configuring User Settings at the Scan Station

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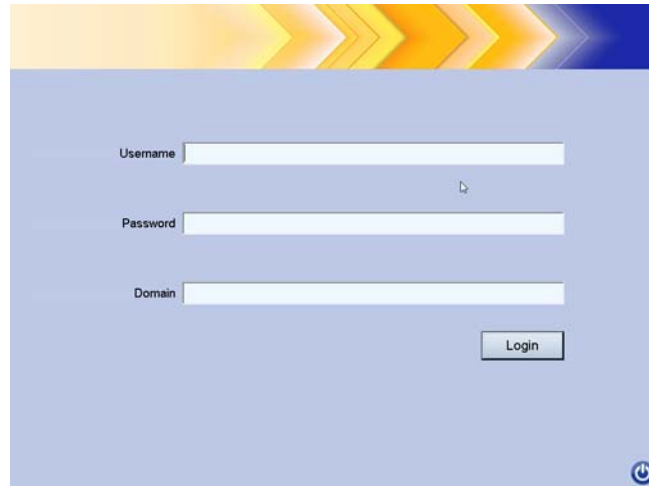
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This document provides information and procedures for using the Scan Station touchscreen.

## Logging into the Scan Station

Depending on how your Scan Station is configured, you may be required to login. If so, the following screen will be displayed.

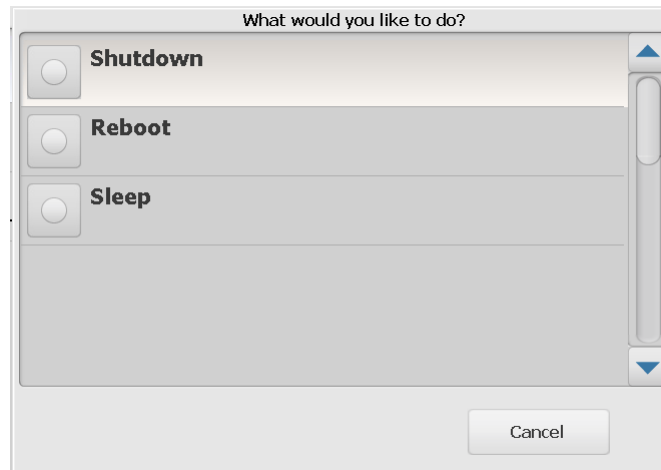
A screenshot of a login interface. At the top, there is a decorative header with a series of yellow and orange chevrons pointing right. Below this, the background is a light blue gradient. There are three white text input fields stacked vertically, labeled 'Username', 'Password', and 'Domain'. To the right of the 'Password' field, there is a small mouse cursor icon. Below the 'Domain' field is a rectangular button labeled 'Login'. In the bottom right corner of the screen, there is a small blue power icon.

1. Enter your **Username**, **Password** and **Domain**.
2. Click **Login**.

## Turning the Scan Station off



The Power icon is located on most screens. When the Power icon is blue (active), click the icon to shutdown the Scan Station. The following screen will be displayed.



**NOTE:** Being logged in is considered busy (it assumes if you are logged in you are scanning). Select the red X to logout, then the power button (when it turns blue) to shutdown.

## Touchscreen configurations

The *Kodak* Scan Station 700 Series provides a touchscreen for easy access and operation.

Your Scan Station may be configured for:

- Jobs only
- No jobs, configure your own settings






### Scan Station configuration methods:

1. **Jobs only:** The touchscreen will display a list of jobs that have been configured by your administrator and cannot be changed. If this is how your touchscreen looks, you simply need to put your documents in the input tray and touch the job you want to use for scanning.

NOTE: If you do not have access to any jobs, this message will be displayed, ***You have no jobs assigned to you. Please see your system administrator if you have any questions.***

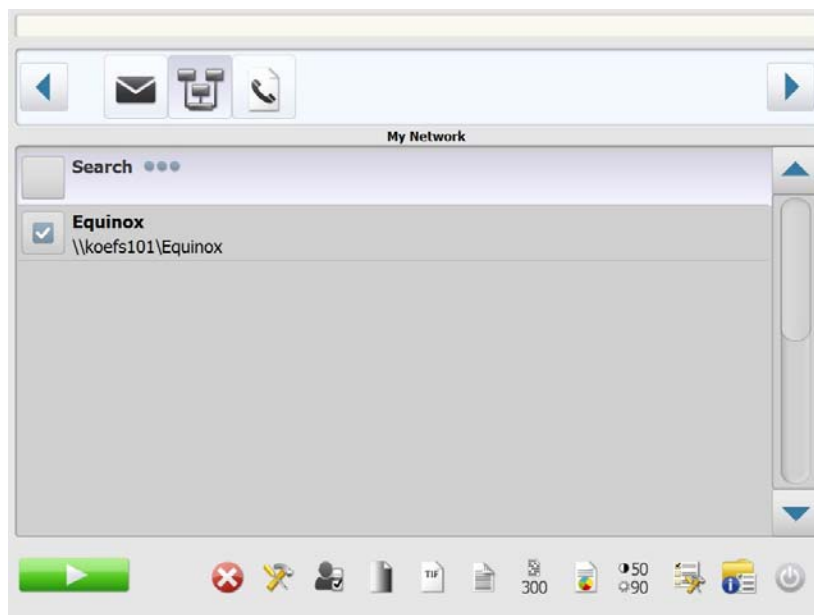


## Icon description

	Goes to the previous screen.
	Goes to the next screen.
	Logs you off of the Scan Station.
	Displays Scan Station information (e.g., version number).
	When the Power icon is blue, click it to turn the Scan Station off. Considered busy when you are logged in (the Administrator has enabled <b>Force User Login</b> ). To turn off, select the 'X' icon, then select the Power icon on the Login screen.

The *User Reference Guide for the **Kodak** Scan Station 700 Series* provides detailed information about scanning jobs.

2. **No jobs, configure your own settings:** The touchscreen will display default jobs and may display some jobs that have been configured by your administrator, as well as settings and destinations which allow you to configure your own job. See the sections entitled, “Destination screen” and “Settings screen” for more information.






### NOTES:

- If you change these settings, they will be enabled **only** for the current scan session.
- If there are no destinations defined, a blank touchscreen may be displayed. See your administrator for more information.

## Getting familiar with the touchscreen

The following sections provide information and procedures for configuring your own settings when no jobs are defined.

The touchscreen has two main screens: the **Settings** screen and the **Destination** screen.

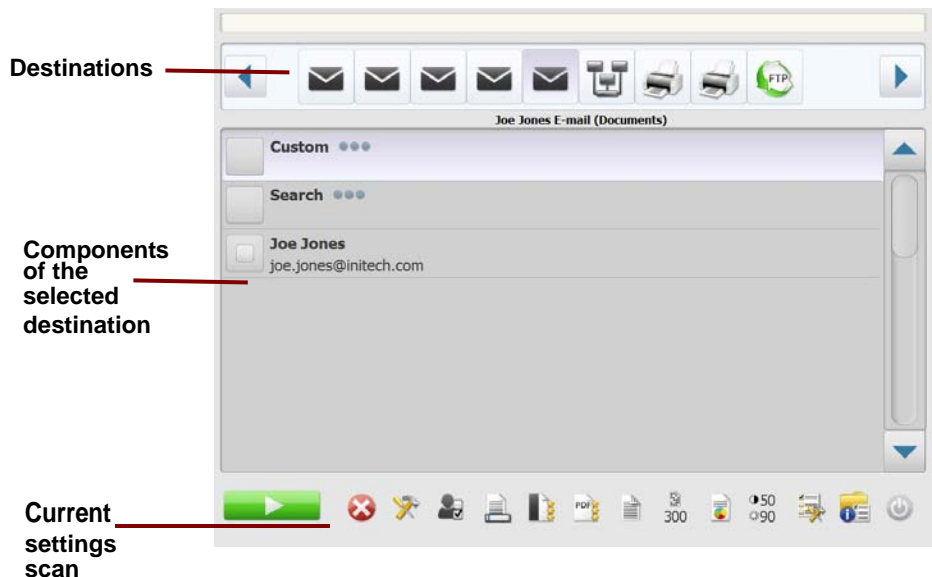
	<b>Scan</b> — select when you want to scan a job.
	<b>Settings:</b> toggles between the Settings and Destinations screen.
	<b>Logoff</b> — logs you off of the Scan Station.

## Destination screen

The Destination screen displays the available destinations that have been configured by your administrator. Available destinations are: **Email, USB Drive, Network, FTP, Printer, Fax, Email to Fax, SharePoint** and **Kofax Front Office Server**. Use the right and left arrows to scroll and display the available destinations.

When you select a destination, the middle portion of the screen will display the details - **OR** - display the configuration - **OR** - display the values associated with that destination. For example, if you select an email icon, all of the email addresses associated with this email destination will be displayed. From this list, you can select as many addresses as desired. If an email address is not in the list, select **Custom**. A keyboard will be displayed allowing you to enter the desired email address(es).

NOTE: If your Scan Station has not been configured to allow custom email addresses, the **Custom** option will not be displayed.














The icons to the right of the Settings icon at the bottom of the Destination screen represent the current scan settings that will be used the next time a document is scanned. If you want to change any of these settings (e.g., to scan your document in black and white instead of color), touch the Settings icon to go to the Settings screen or select the desired icon to quickly change that setting.

NOTES:

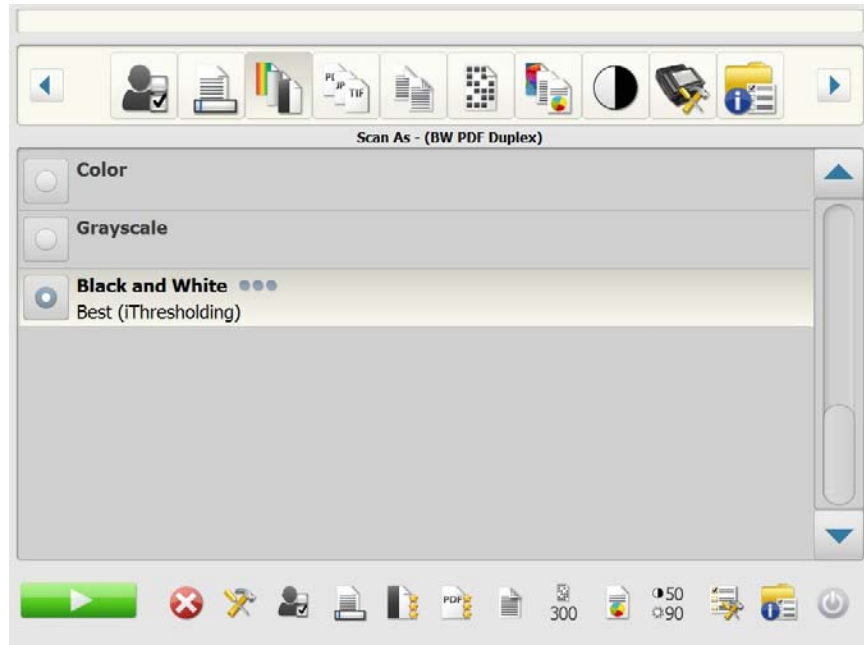
- For information about the **Search** option, see the section entitled, “Using the Search function” later in this document.
- Depending on how your Scan Station is configured, you may not be able to make any changes to the default settings.

**Icon descriptions:  
Destination screen**

Destination screen icons	
Icon	Description
	<b>Left arrow</b> — scrolls through the list to the left of the current destination.
	<b>Email</b> — displays a list of available email address(es).
	<b>Email to Fax</b> — allows you to email an attachment to a LAN fax server, which is then routed to a fax machine.
	<b>Network folder</b> — displays a list of available network folders.
	<b>FTP</b> — displays a list of available FTP addresses.
	<b>Printer</b> — displays a list of available printers.
	<b>Fax</b> — displays a list of fax destinations. This option is only available with the Scan Station 720EX/730EX.
	<b>USB drive</b> — if you inserted a USB drive, touch this icon to use your personal settings.
	<b>SharePoint</b> — allows you to setup SharePoint settings.
	<b>Kofax Front Office Server</b> — allows you to setup Kofax Front Office Server settings.
	<b>Right arrow</b> — scrolls through the list to the right of the current destination.



## Settings screen


The Settings screen displays the icons for the Scan settings. When you select an icon, the values associated with that Scan setting will be displayed in the list. These settings do not need to be changed unless the document you are scanning requires something different than the default.



## Scan Settings

To access the Settings screen, click the **Settings** icon. Following is detailed information about the Scan Settings.

Use the  **Right** and  **Left** arrows to scroll through the list of Scan Settings.

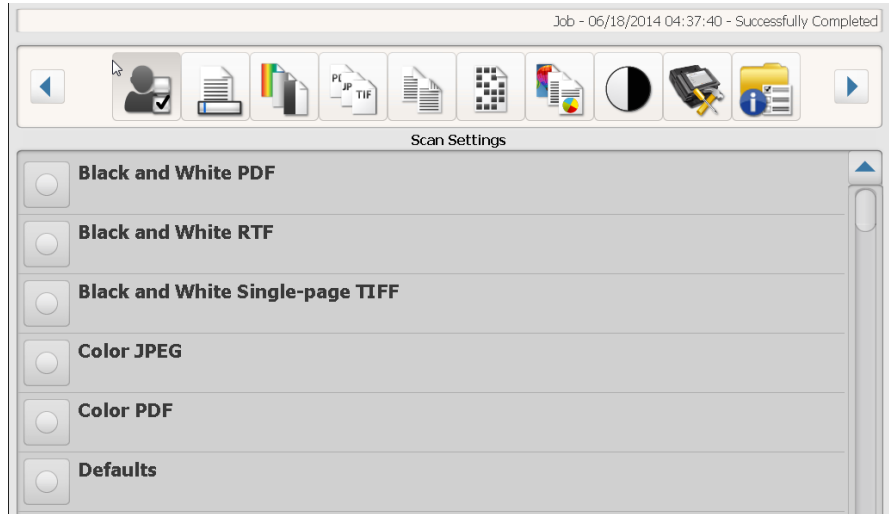
Use the  **Scan** icon on the screen to start scanning.



## Scan Settings option



**Scan Settings** — a default Scan Setting is provided along with any Scan Settings that were set up by your administrator.

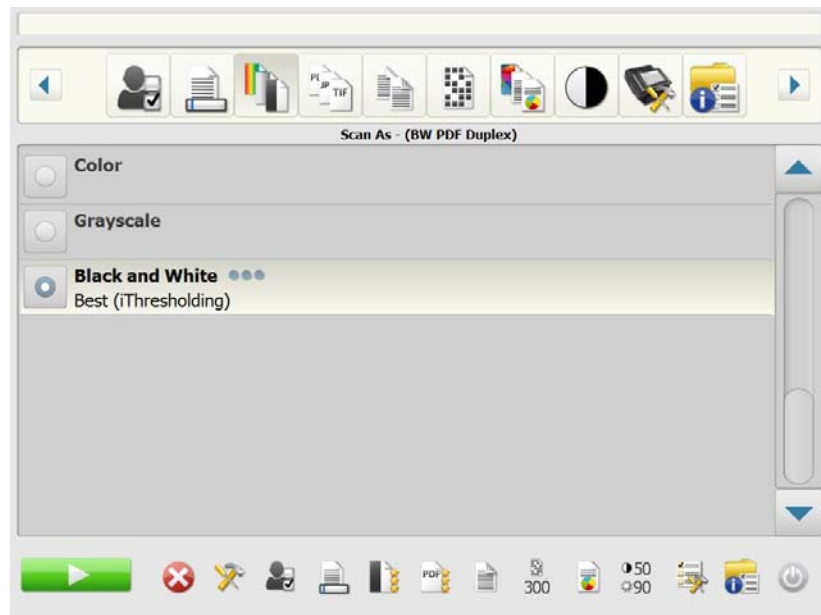


## File Name Settings option



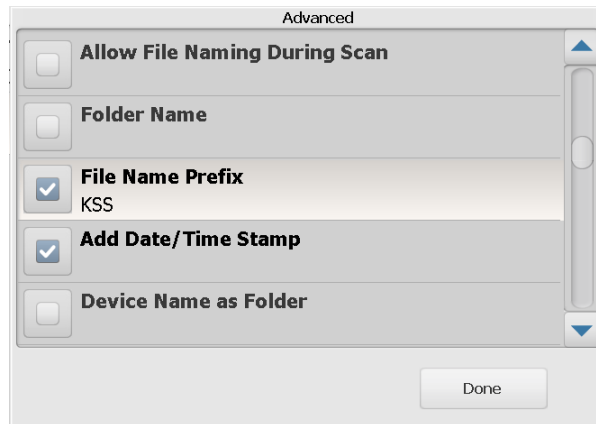
File Name Settings allow you to define values that determine the locations (directories or subdirectories) and file name used when creating scanned documents. You can define a folder name where scanned documents will be placed when scanning to a network folder, FTP location or USB drive destination. You can also define the file name prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix. For example, if you define a prefix of *receipts* and a folder name of *2012*, the scanned document file name will have the format: *receipts\_20120117\_092219.tif* and is placed in a folder called *2012*.

**NOTE:** If your System Administrator has not enabled **Allow File Naming**, this option will not be available.



**Use file name format defined in configuration** — select this option if you want to use the file name format that was configured by your administrator.

**Advanced** — allows you to select one or more of the following options:

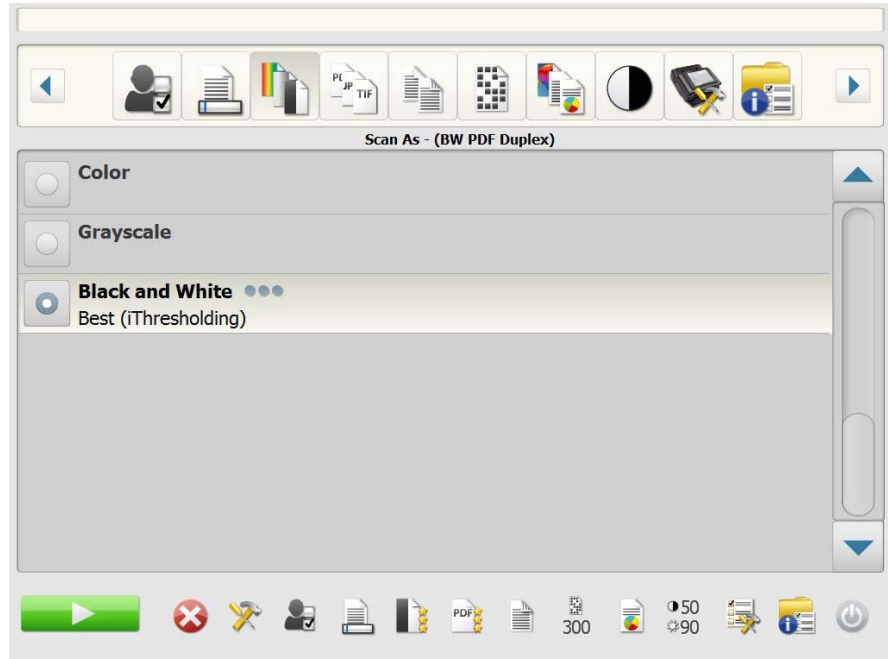


- **Allow File Naming During Scan** — if checked, you may be required to enter a file name for each page scanned. If **JPEG** or **Single Page TIFF** is selected as the *File Type*, you will be prompted for each page and each side scanned.
- **Folder Name** — enter the folder name where your scanned documents will be placed when scanning to a network folder, FTP location or USB drive destination. If you do not enter a folder name where your scanned documents will be placed when scanning to a network folder, FTP location or USB drive destination, the file will be created in the root directory of the configured destination.
- **File Name Prefix** — enter the prefix you want to use as the file name. This prefix, along with a date, time and appropriate file extension (.pdf, .jpg, .tif), will be appended to it. If you do not create a file name prefix, the default file name prefix will be used.
- **Add Date/Time Stamp** — by default, the date and time are appended to each file name the Scan Station creates. If you uncheck this option, only the file name prefix and the file name extension will be used to create the file name.
- **Device Name as Folder** — if checked, scanned documents will be stored in a folder named after the Scan Station. This folder will be created at the end of the path specified by the destination.
- **Device Name as Prefix** — if checked, scanned documents will be created with a file name that begins with the name of the Scan Station.
- **Omit Separators** — when checked, no underscore character will be placed between the constructed file names or paths unless the underscore is part of the file name prefix or folder name.

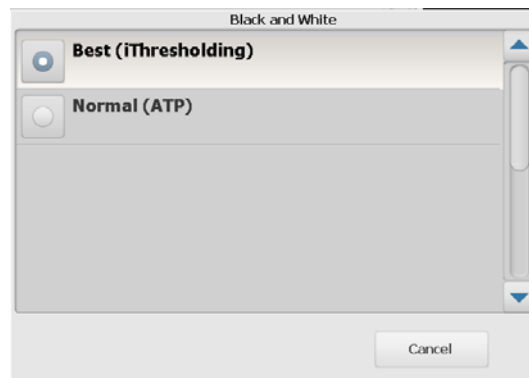
## Scan As option



**Scan As** — available selections: **Color**, **Grayscale** and **Black and White**.



If you select **Black and White**, the Black and White screen will be displayed. Select either **Best (iThresholding)** or **Normal (ATP)**.

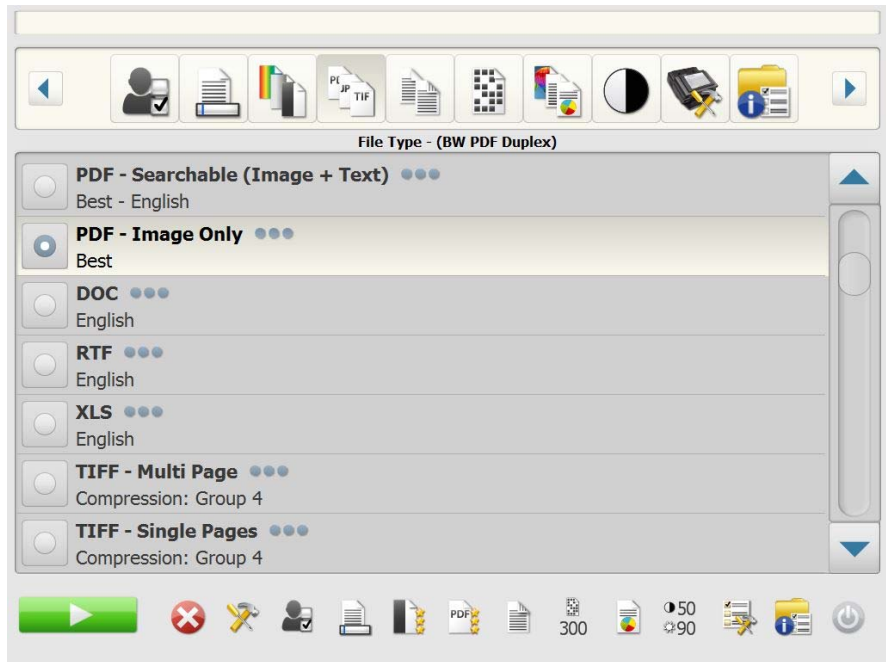


- **Best (iThresholding)** — the Scan Station dynamically evaluates each document to determine the optimal threshold value to produce the highest quality image. This allows scanning of mixed document sets with varying quality (such as faint text, shaded backgrounds or color backgrounds) to be scanned using a single setting thus reducing the need for document sorting. When **Best (iThresholding)** is selected, only *Contrast* can be adjusted on the Black and White screen.
- **Normal (ATP)** (Adaptive Threshold Processing) — separates the foreground information in an image (e.g., text, graphics, lines, etc.) from the background information (e.g., white or non-white paper background). When **Normal (ATP)** is selected, you can adjust both *Threshold* and *Contrast* on the Black and White screen.

## File Type option



**File Type** — these file types are available: **PDF - Searchable (Image + Text)**, **PDF - Image Only**, **DOC**, **RTF**, **XLS**, **JPEG**, **TIFF - Multi Page** or **TIFF - Single Page**.



NOTE: Large files take a long time to download to a destination and may not be deliverable due to size limitations (i.e., TIFF - Uncompressed will be a large file).

- **PDF - Searchable (Image + Text)** and **PDF - Image Only** — creates a document or multiple documents that contain both text and image data or image data only. Selecting either File Type will display the following screen.



NOTE: If you select **PDF - Image Only**, the **Language** option is not available.

This screen allows you to select different options for creating PDF files.

- **Quality:** displays the Quality screen. You can select **Good**, **Better** or **Best**. The higher the quality, the larger the file size.
- **Language:** allows you to select the language you want the Searchable PDF to be displayed in.
- **Single Pages:** allows you to create a PDF file for every page scanned. If scanning a two-sided document, a file will be created for the front and back of each page.
- **Secure:** allows you to enter a password that will be used to encrypt the file before the file can be delivered. The password will be sent in a separate email when **email** is one of the destination selections.
- **Compatibility:** select a PDF version option: **PDF/A**, **PDF v1.3**, **PDF v1.4**, **PDF v1.5**, **PDF v1.6** or **PDF v1.7**.
- **DOC** — creates a Microsoft Word document.
- **RTF** — creates a Rich Text Format file which can be read by a number of applications.
- **XLS** — creates a Microsoft Excel spreadsheet.  
NOTE: When you select DOC, RTF or XLS, the *Language* option will be displayed. Select the language you want used to generate the file.
- **JPEG** — this option is only available if your *Scan As* selection is **Color** or **Grayscale**. JPEG creates multiple files, one for the front and back of a page. If JPEG is selected, you can select **Draft**, **Good**, **Better**, **Best** or **Superior** quality.
- **TIFF - Multi Page** — creates one file that contains all of the scanned pages. You can select either **None** or **Group 4** compression.
- **TIFF - Single Pages** — creates multiple files, one for each side of a scanned page. You can select either **None** or **Group 4** compression.

NOTES:

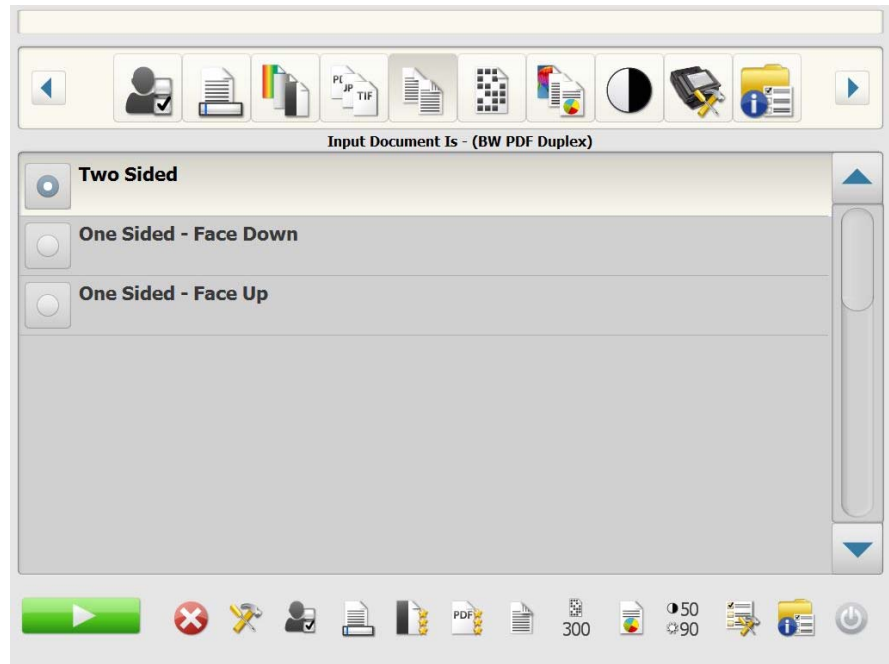
- Color/Grayscale TIFF documents can only be **None** or **JPEG** compressed. Black and white documents can either be **None** or **Group 4** compression.
- All faxed documents will be delivered as black and white, Group 4 compressed TIFF images. *For Scan Station 720EX/730EX only.*

## Input Document Is option



**Input Document Is** — depending on the type of documents you are scanning, select one of the following options:

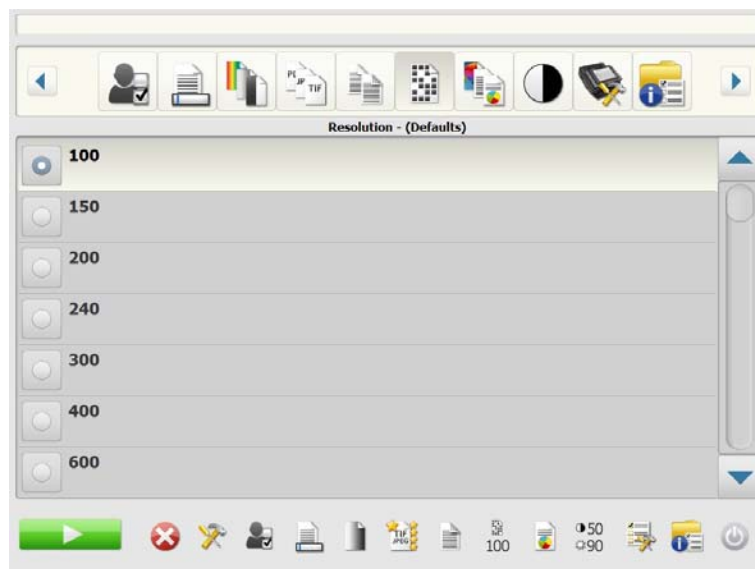
- **Two Sided** — the Scan Station will scan the front and back in a single pass.
- **One-Sided - Face Down** — if you select this option, the documents must be put in the input tray face down (the side you want to scan facing the input tray).
- **One-Sided - Face Up** — if you select this option, the documents must be put in the input tray face up (the side you want to scan facing toward you).



## Resolution option



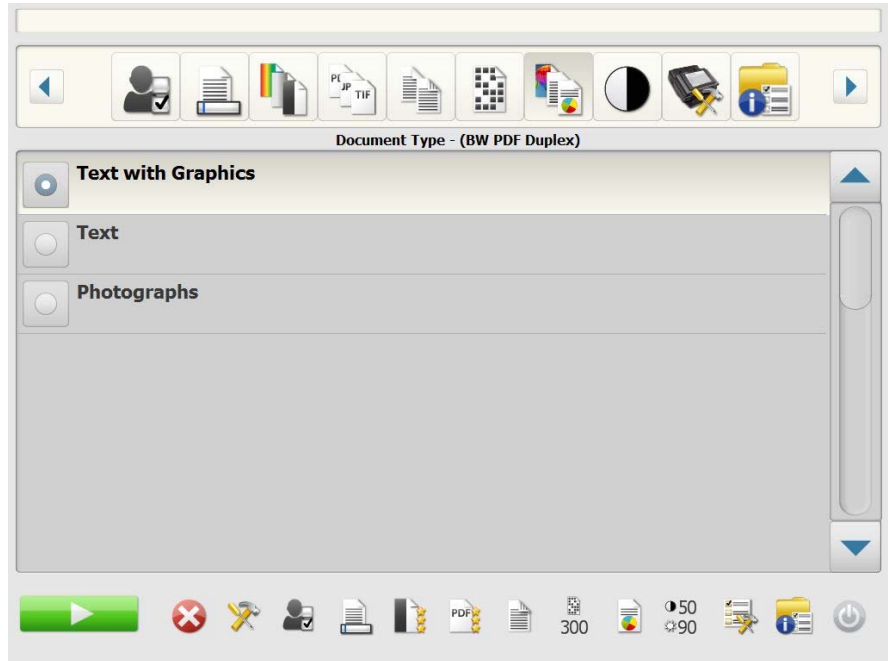
**Resolution** (dots per inch) — allows you to select the scanning resolution. This setting has no effect on PDF files. Selections are: **100, 150, 200, 240, 300, 400** and **600**. Higher resolutions produce better quality images, but larger file sizes.



## Document Type option



**Document Type** — allows you to select the type of content on your documents.



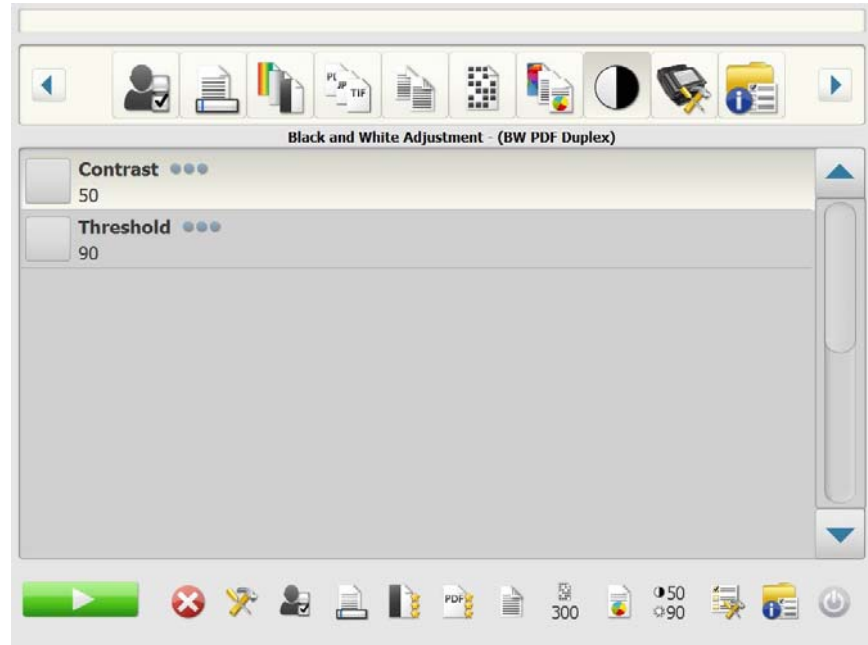
- **Text with Graphics:** the documents contain a mix of text, business graphics (bar graphs, pie charts, etc.) and line art.
- **Text:** the documents contain mostly text.
- **Photographs:** the documents contain mostly photographs.

## Black and White Adjustment option



**Black and White Adjustment** — allows you to change the **Contrast** and **Threshold** values. *This option is only available if your Scan As selection is **Black and White**.*

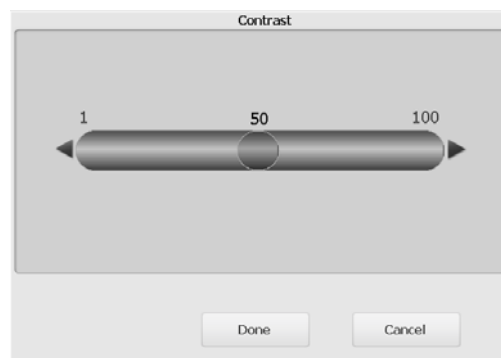
- If you select **Best (iThresholding)** on the *Scan As* screen, only the Contrast value can be changed.
- If you select **Normal (ATP)**, both Contrast and Threshold can be changed.



**Contrast** — adjusts the amount of the image foreground which is kept or attenuated. Decreasing this setting will reduce the amount of noise at the expense of possibly losing faint text. Increasing this setting will help make faint text more visible at the expense of creating more noise.

**Threshold** — converts a grayscale image to a black and white image. The thresholding values range from 0 to 255. The default is 90. A low threshold value produces a lighter image, and can be used to subdue backgrounds and subtle, unneeded information. A high threshold value produces a darker image, and can be used to help pick up faint images.

1. When you select **Contrast** or **Threshold**, the Contrast (or Threshold) screen will be displayed.



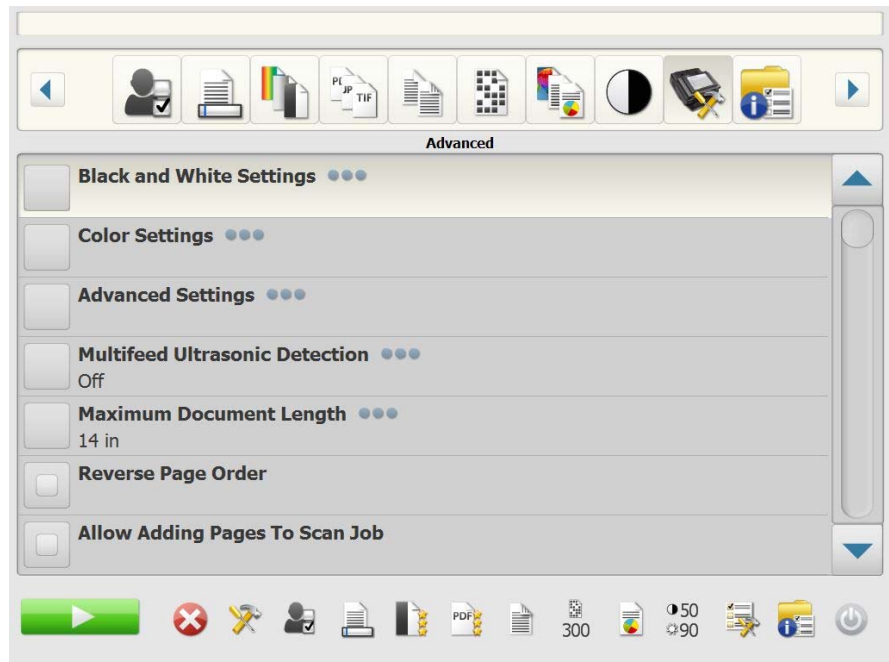
2. Use the **Left** and **Right** arrows to adjust the value, then click **Done** to save the value.



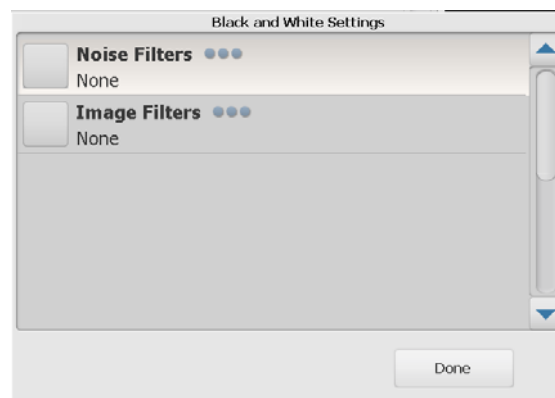
## Advanced option



The Advanced screen allows you to set a variety of options.

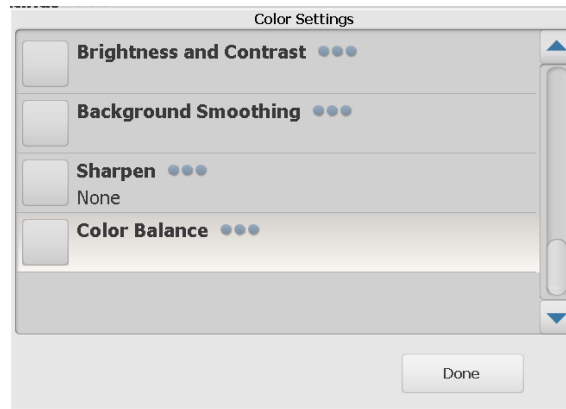


- **Black and White Settings** — provides these options:



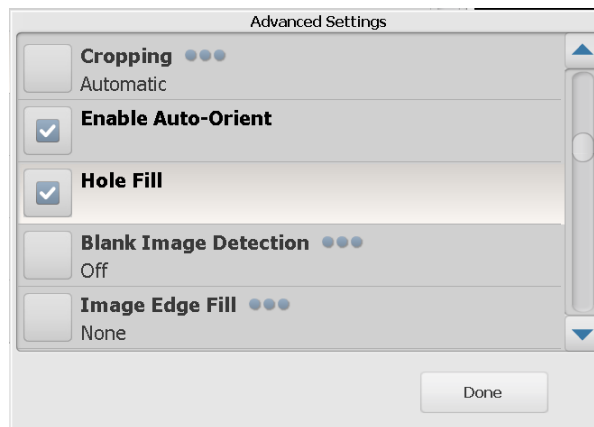
- **Noise Filters:** you can select **None**, **Lone Pixel** or **Majority Rule**.
  - **Lone Pixel** - reduces random noise by converting a single black pixel to white when it is completely surrounded by white pixels or by converting a single white pixel to black when it is completely surrounded by black pixels.
  - **Majority Rule** - sets each pixel based on its surrounding pixels. The pixel will become white if the majority of the surrounding pixels are white and vice versa.
- **Image Filters:** you can select **None** or **Halftone Removal**. Halftone Removal enhances dot matrix text and images with halftone screens (e.g., newspaper photographs).

- **Color Settings** — provides these options:



- **Brightness and Contrast:** you can select:
  - **Color Brightness Mode** - allows you to select **None**, **Automatic** or **Manual**. If you select **Automatic**, the Scan Station will select the values to use. If you select **Manual**, you can set Brightness and Contrast values that will be used for all images.
    - **Brightness** - changes the amount of white in the color or grayscale image. The values range from 1 to 100.
    - **Contrast** - enhances or diminishes the differences between light and dark pixels.
- **Background Smoothing:** using this option for documents or forms with a background color will help produce images with a more uniform background color. This option improves image quality and may reduce file size. You can select:
  - **Background Smoothing Mode** - allows you to select **None**, **Automatic** or **Automatic - Advanced**.
    - **Automatic** - smooths up to three background colors.
    - **Automatic - advanced** - for advanced users that want to further adjust the **Automatic** option. If you select this option, the Aggressiveness option will be available on the Background Smoothing screen.
      - **Aggressiveness:** allows you to adjust the extent at which the background(s) are determined. The values range from -10 to 10.
- **Sharpen:** increases the contrast of edges within the image.
  - **None**
  - **Normal**
  - **High**
  - **Exaggerated**

- **Color Balance:** this option is only available when the *Scan As* setting is set to **Color**.
  - **Color Balance Mode** - allows you to select **None**, **Automatic**, **Automatic - Advanced** or **Manual**.
    - **Automatic** - adjusts the white background of each document to pure white. This option compensates for the variations that occur between different weights and brands of paper. This is not recommended for use with photographs.
    - **Automatic - advanced** - for advanced users that want to further adjust the **Automatic** option.
    - **Aggressiveness:** if you select, **Automatic - advanced**, you to adjust the extent of the variation. Increasing this value can help with documents that have yellowed due to age. The values range from -2 to 2.
    - **Manual** - allows you to set specific values that will be used for all images:
      - **Red:** changes the amount of red in the color image. The values range from 1 to 100.
      - **Green:** changes the amount of green in the color image. The values range from 1 to 100.
      - **Blue:** changes the amount of blue in the color image. The values range from 1 to 100.
- **Advanced Settings** — provides these options:

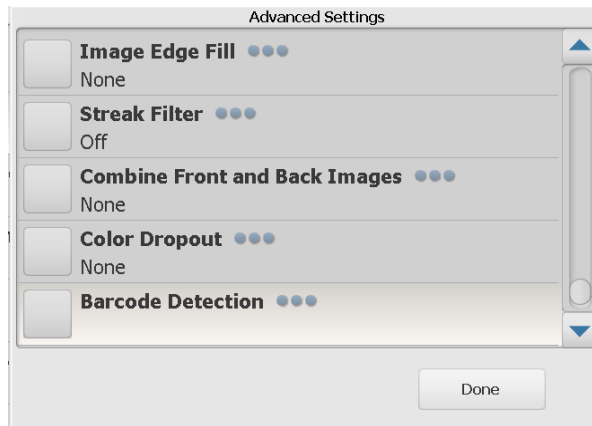


- **Cropping:** allows you to select either **Automatic** or **Aggressive** cropping.
  - **Automatic** - automatically detects the border of an image and straightens it if necessary.
  - **Aggressive** - automatically detects the border of an image, straightens it if necessary, and eliminates any residual black border on any image edges. In order to achieve this, there is a possibility that a small amount of image data from the edge of the document may be lost.

- **Enable Auto-Orient:** if enabled, the Scan Station will analyze each document to determine how it was fed and will rotate the image to the proper orientation.
- **Hole Fill:** allows you to fill in the holes that are around the edges of your document. The types of holes that are filled include: round, rectangular, and irregularly shaped (e.g., double-punched or those having a slight tear that could have occurred when the document was removed from a binder).
- **Blank Image Detection:** used to detect blank pages (e.g., the back side of a document), so these pages can be discarded. The default is 1%. Document images that fall below the percentage will be discarded.
- **Image Edge Fill:** fills the edges of the final electronic image by covering the area with the selected color.
  - **None**
  - **Automatic** - the scanner will automatically fill the edges of the image using the surrounding color.
  - **Automatic - include tears** - in addition to filling the edges, the Scan Station will also fill in tears along the edge of document.
  - **White**
  - **Black**

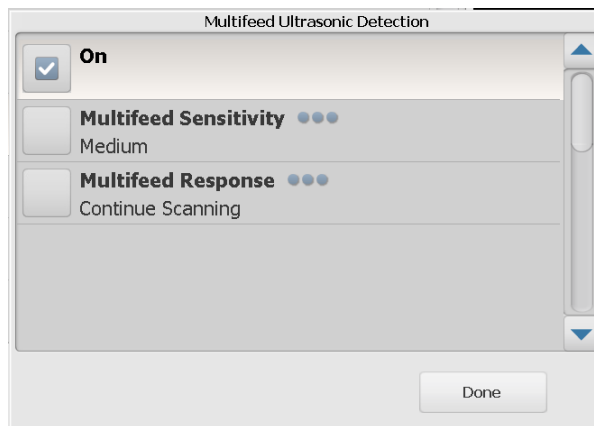
NOTE: If you select **White** or **Black**, the **Top**, **Bottom**, **Right** and **Left** options will be available on the Image Edge Fill screen. When you select Top, Bottom, Right and/or Left, a screen will be displayed allowing you to enter a value in these fields to determine how much of the edge will be filled in. When using Image Edge Fill, be careful not to enter a value too large as it could fill in image data that you want to keep.

Use the scroll arrow to display additional Advanced settings:



- **Streak Filter:** allows you to configure the Scan Station to filter vertical streaks from your images. Streaks are lines which may appear on an image and are not part of the original document. Streaks may be caused by contaminants on your documents (e.g., dirt, dust or frayed edges) or by not following the recommended cleaning procedures for your Scan Station. Click **Streak Filter** to turn this option on where you can select an Aggressiveness value which allows you to adjust the extent at which the streaks are filtered. The values range from -2 to 2.
- **Combine Front and Back Images** — typically, for a document, one image is created for the front side and another image is created for the back side. Turn this option on if you want one image that contains both the front side and back side of the document. The selections are:
  - **None**
  - **Front on Top:** front side will be above the back side within the image.
  - **Front on Bottom:** back side will be above the front side within the image.
  - **Front on Left:** front side will be to the left of the back side within the image.
  - **Front on Right:** back side will be to the left of the front side within the image.

- **Color Dropout:** used to eliminate a form's background so that only the entered data is included in the electronic image (e.g., remove the form's lines and boxes). For black and white images, these settings effect the grayscale version of the document which the Scan Station analyzes to produce that electronic image.
  - **Color** - select the desired dropout color.
    - **None**
    - **Multiple:** drops colors other than dark shades (e.g., black or dark blue ink)
    - **Predominant:** drops the predominant color
    - **Blue**
    - **Green**
    - **Red**
  - **Aggressiveness:** allows you to adjust the extent at which colors are dropped. The values range from -2 to 2. The default is 0. This option is only available when *Color* is set to **Multiple** or **Predominant**.
  
- **Multifeed Ultrasonic Detection** — multifeed ultrasonic detection aids in document scanning by detecting documents that may go through the feeder overlapped. Multifeeds can happen due to stapled documents, adhesives on documents or electrostatically charged documents. Click **On** if you want the Scan Station to detect multified documents.



**NOTE:** If this option is on and a multified document is detected, the Scan Station will “ding”. Check your scanned images to be sure they are correct. If necessary, you may need to rescan the job.

- **Multifeed Sensitivity:** controls how aggressively the Scan Station will work to determine if more than one document is fed into the Scan Station. Multifeeds are triggered by detecting air gaps between documents. This allows multifeed detection to be used with job sets containing documents with mixed thicknesses.
  - **Low:** least aggressive setting and is less likely to detect labels, poor quality, thick or wrinkled documents as multifeed documents.
  - **Medium:** use if your job has varying document thicknesses or labels attached to the document. Depending on the label material, most documents with labels should not be detected as a multifeed document.
  - **High:** the most aggressive setting. This is a good setting to use if all documents have a thickness no greater than 20-lb. bond paper.

NOTE: Regardless of the setting, “sticky” notes may still be detected as multifeed documents.

- **Multifeed Response:** select what action you want the Scan Station to take when a multifeed is detected. With all options, the condition will be logged in the Scan Station.
  - **Stop Scanning:** scanning will stop, allowing you to correct the multifeed. Verify that the paper path has been cleared and continue scanning.
  - **Continue Scanning:** the Scan Station will continue to scan.
- **Maximum Document Length (in.)** — allows you to select the maximum length of the documents in your job. If the Scan Station detects a document longer than this value, it will determine that a paper jam has occurred. The default is 14 inches. Maximum length is 160 inches; minimum length is 2.5 inches.
- **Reverse Page Order** — if enabled, the Scan Station will reverse the order of the scanned images from the order in which the documents were scanned. This option is only applicable to multipage documents.
- **Allow Adding Pages To Scan Job** — when enabled, you can continue to add pages to a scan job. After all pages in the input tray have been scanned, a message will be displayed asking if you want to add more pages. If you select **Yes**, the additional pages will be scanned and the message will be displayed again until you select **No** or the 30-second timeout has occurred.
- **Copies for Printing** — allows you to select the number of copies (1-99) to print.

**Status option**

The Status screen provides information about the current status of the Scan Station.

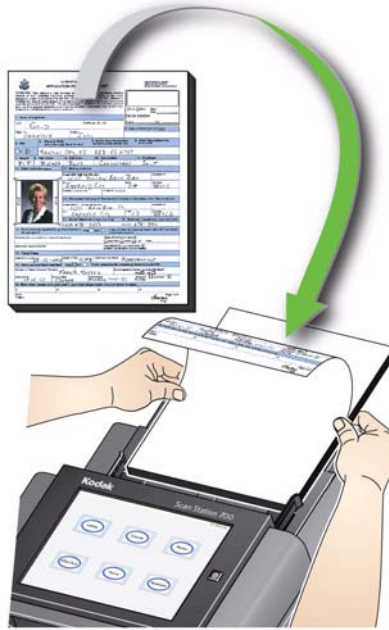
**About option**

The About screen provides software version information, the MAC address and IP address.




## Using the Scan Station

1. Place the documents you want to scan in the input tray.



### NOTES:

- Depending on how your Scan Station is configured, you may be required to enter your user name, password and domain to login.
  - The message, ***Please wait, lamps are warming up*** may be displayed. Document feeding proceeds after the lamps warm up.
2. Depending on how your Scan Station is configured, do the following:
    - If your Scan Station is configured for **Jobs only**, touch the job you want to scan.
    - If your Scan Station is configured for **Jobs with ability to change settings**, touch the Settings icon and make any desired changes to the Scan settings and/or select the desired Destination, then go to Step 3.
  3. Touch the Scan icon  .

NOTE: Depending on how your Scan Station is configured, the message, ***Do you have more pages to scan?*** may be displayed. This allows you to continually add pages to your scan session until you select **No** on the message or the 30-second timeout period has been reached.

## Additional Scan options

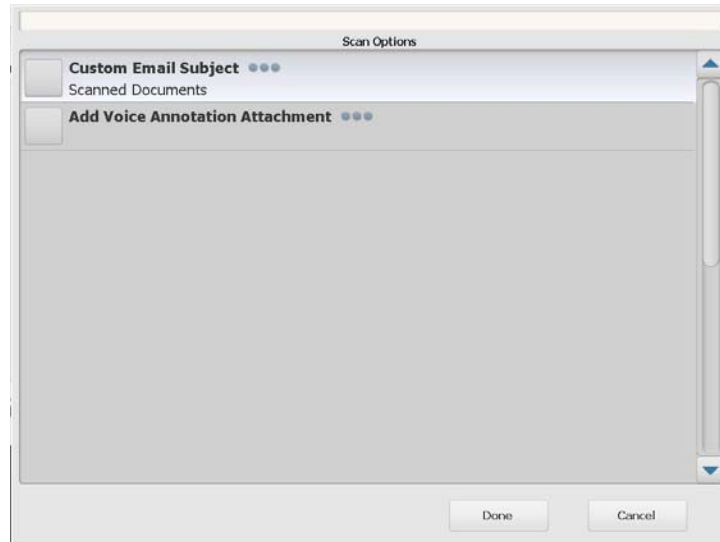
Because your Scan Station can be configured in a variety of ways, some options may be allowed by your administrator, and some screens may be displayed allowing you to preview your pages as they are scanned and review destinations.

Review the information in this section for details on some of the other options (or screens) that may be displayed.

### Scan Options screen

Depending on how your Scan Station is configured, the Scan Options screen may be displayed before your job is scanned. None, one, or some of the following options may be allowed.

- Select any of the desired options and click **Done**.



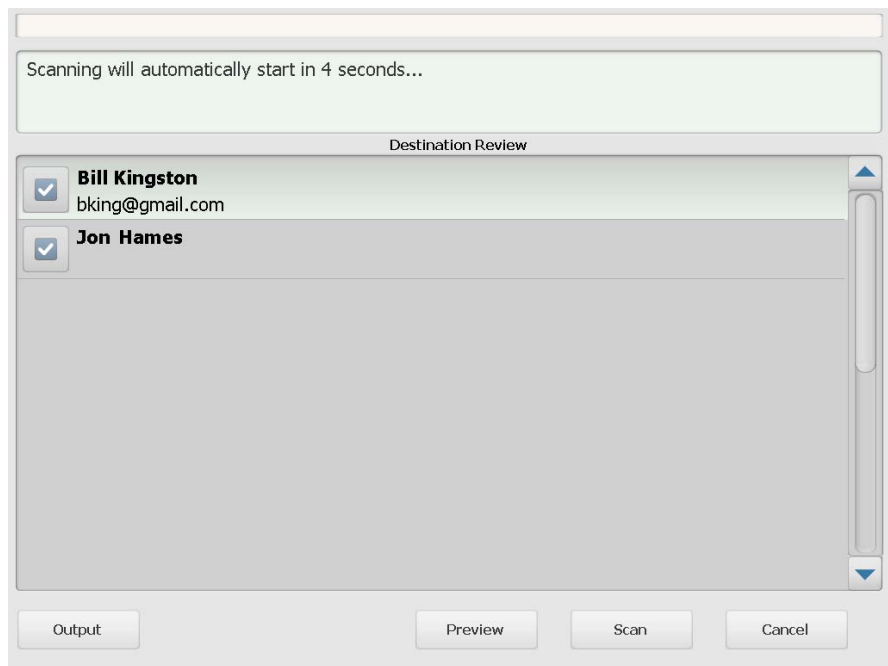
- **Custom Email Subject:** select this option to enter a customized email subject line.
- **Secure PDF Password:** allows you to enter a password that will be used to encrypt and secure PDF files.
- **File Name Prefix:** allows you to change the file naming prefix. This option is only displayed when **Allow File Naming During Scan** is enabled.
- **Add Voice Annotation Attachment:** allows you to add an audio message as an attachment to your scanned document(s) for email, FTP, network folder and USB drive destination types. If you select **Add Voice Annotation Attachment**, the Audio Attachment Options screen will be displayed where you can select **Record** to record a message. Select **Review** to play the message you recorded or **Delete** to delete the recorded message.
- **Background Processing Notification Email Address** — allows you to send an email to a recipient notifying when your job has been completed.

- **Fax Notification:** displays the Send Notification Status to? screen which allows you to send a fax status notification to a printer, an email address or both. If the fields are left blank, no fax notification will be sent.
- **Allow SharePoint™Index Field Changes:** allows you to change existing SharePoint index fields.
- **Allow Kofax Front Office Server Index Field Changes:** allows you to change existing Kofax Front Office Server index fields.

**Processing Review screen before scanning**

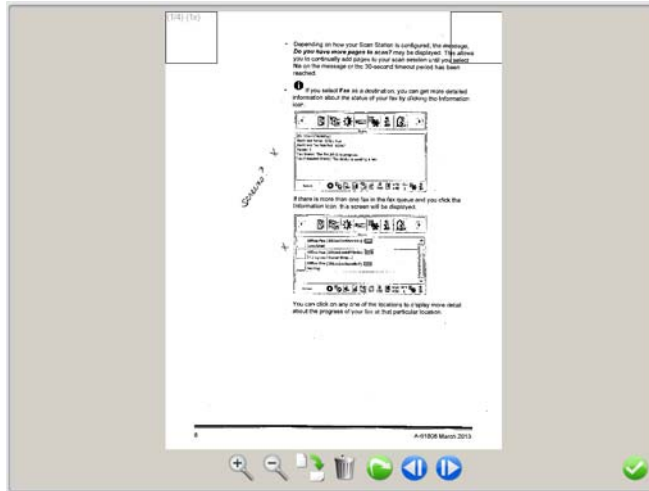
The Processing Review screen allows you to review your settings before scanning

NOTE: If your Scan Station is configured for **FAST Scanning**, scanning will start immediately and the Processing Review screen will not be displayed unless there is an error.



**Output/Return** — if you select **Output**, the Settings Review screen will be displayed showing your current scan settings. See the section entitled, “Settings Review screen” later in this guide for more information.

**Preview** — when you select Preview, scanning will start and display an image of each scanned page (front and back) on the Status screen. When all documents have been scanned, the Preview screen will be displayed allowing you to review and edit each image.



Enlarges the image.

You can also double-click on an image to enlarge a portion of the image.



Reduces the image.



Rotates the image 90 degrees clockwise.



Deletes the displayed image.



Allows you to rescan the displayed image.



Displays the previous image.

You can also slide your finger along the left side of the image to display the previous image.



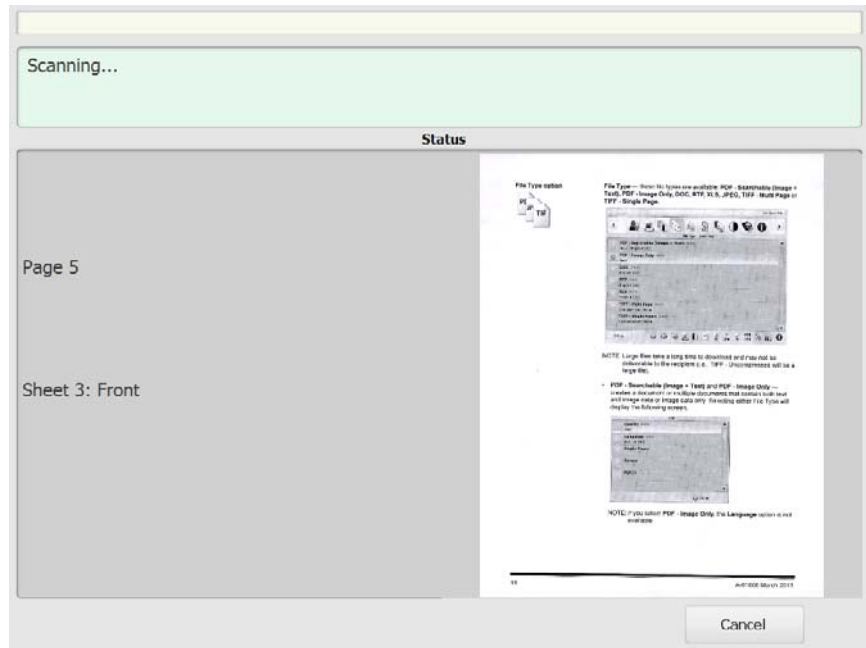
Displays the next image.

You can also slide your finger along the right of the image to display the next image.



Closes the Preview screen.

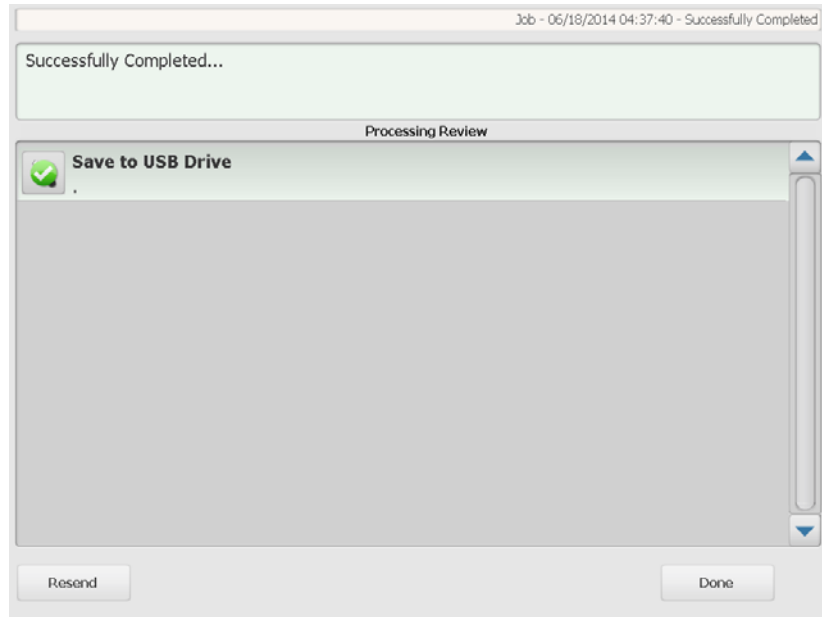
**Scan** — starts scanning. As the Scan Station feeds and processes the documents, images will be displayed on the Status screen. When finished, the Processing Review screen will be displayed.



**Cancel** — displays the message, ***Do you want to remove your current selections?***, click **Yes** to continue. The main screen will be displayed.

## Processing Review screen after scanning

When all pages have been scanned, the Processing Review screen will display a status as it sends your document(s) to each selected destination.



Each destination will display a green checkmark (for success) or a red "x" (for failure). Clicking on each of the destinations will display additional status information.

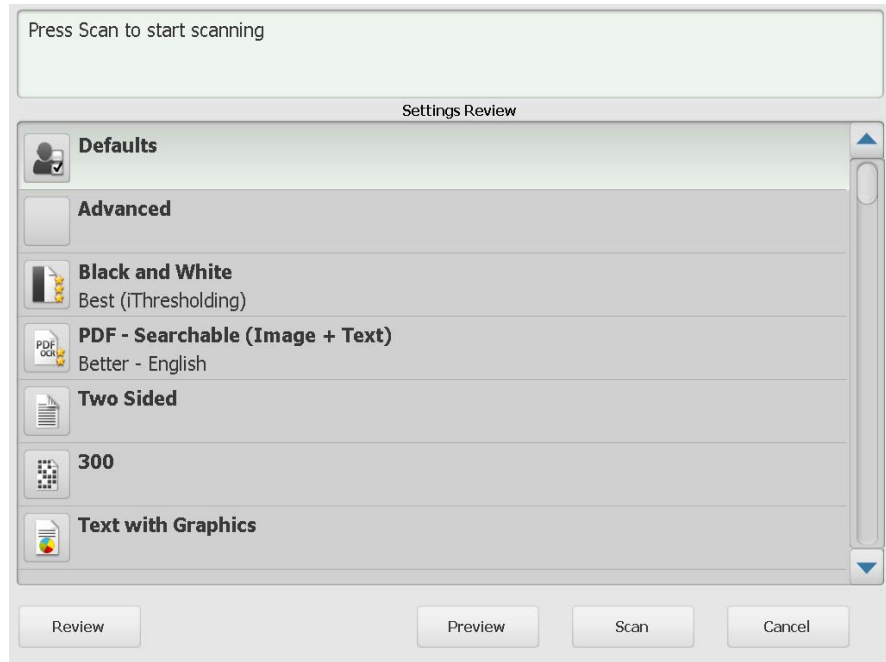
**Resend** — when selected, the message, ***This will send the previously scanned documents to newly selected destinations. Are you sure you wish to continue?*** Click **Yes** to resend the previously scanned document without scanning it again.

**Done** — when selected, the message, ***Do you want to remove your current selections?*** will be displayed.

- Select **No** to keep your destination and scan settings for the next scan job.
- Select **Yes** and your destination and scan settings will be set to the Scan Station default values.
- If you ignore this screen, the Scan Station will reset to the walk-up screen after two minutes.

## Settings Review screen

If you select **Output** on the Processing Review screen, the Settings Review screen will be displayed allowing you to review or change any of your settings.



**Review** — returns you to the Processing Review screen.

**Preview** — displays the Preview screen after all documents are scanned. The Preview screen will provide access to the editing tools (Rotate, Rescan and Delete).

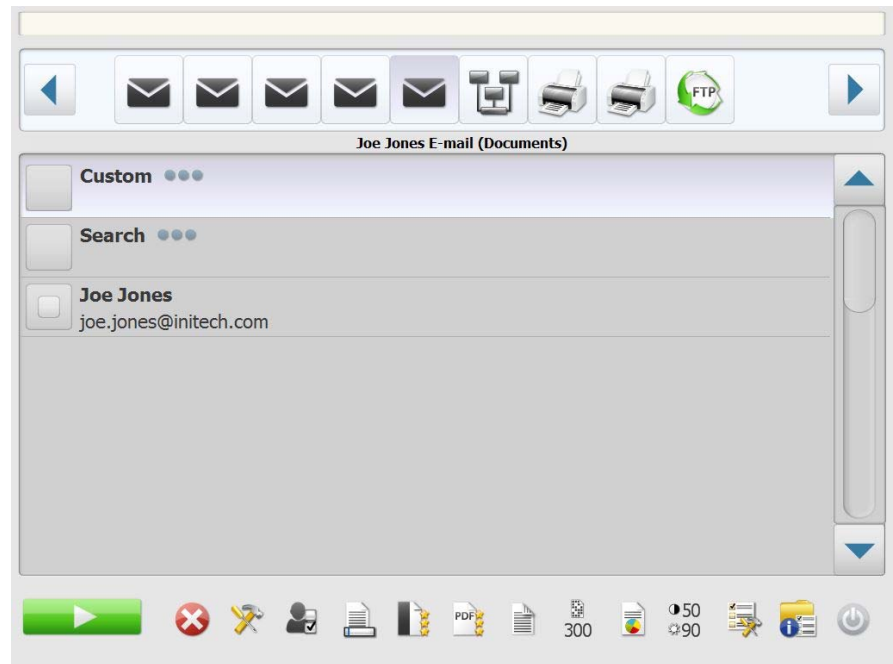
**Scan** — starts scanning. As the Scan Station feeds and processes the documents, images will be displayed on the Status screen. When finished, the Processing Review screen will be displayed.

**Cancel** — displays the message, ***Do you want to remove your current selections?***, click **Yes** to continue. The main screen will be displayed.

## Using the Search function

Whether you are searching for an email address in a specific email group/network address book or searching for a network folder, the procedure is the same.

1. Select the **Email** group or **Network Folder** group you want to search.



2. Select **Search** to display the keyboard.
3. Enter your search criteria (i.e., first or last name for an email address or the path name or portion of the path name for a network folder). A listing will be displayed that matches your search criteria.  

NOTE: If your Active Directory Server has been configured by your administrator, a More button will be displayed. Click **More** to see if additional matches were found.
4. Click the desired names or network folders you want to add to your group.
5. When finished, click **Done**.



