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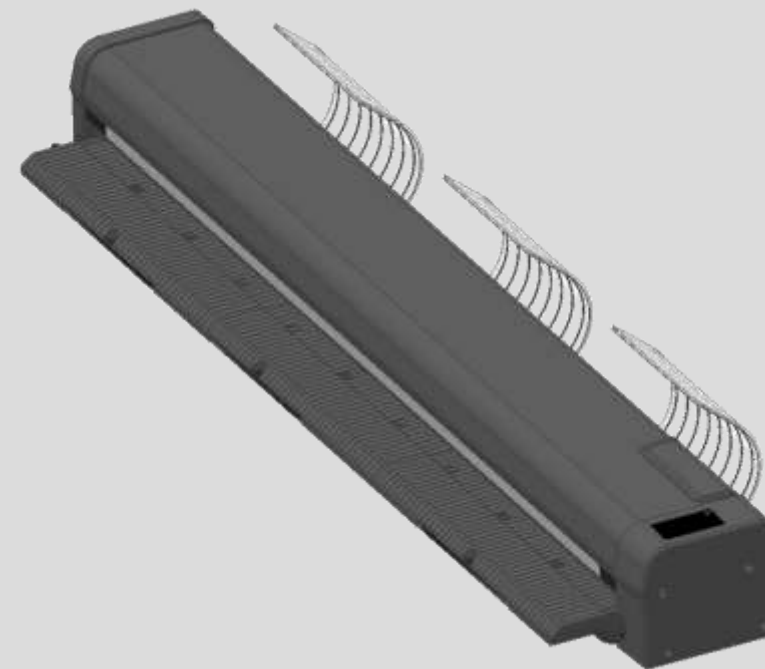
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## Scanner - Information

Manufacturer	Global Scanning A/S UNIT 5 BRUNEL COURT, BURREL ROAD, ST IVES, HUNTINGDON PE27 3LW, UNITED KINGDOM
Model:	UH56T, UG56T
Product name:	Z24, Z36
Function:	Large Format Scanner
Rating voltage:	19Vdc
Rating current:	4.74A
Power supply:	MW GST90A
Declaration of Conformity	Energy Star, CB(62368-1), CE, FCC(EMC), CuI/UL, CCC, NOM-019, EAC, C-TICK, VCCI, BIS, EMC +LOA, UL AR, UKCA
Warning:	This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.



## Scanner - Warnings



Do not drop the scanner.



Keep the scanner out of direct sunlight.



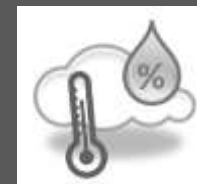
To avoid a non-bootable system controller, do NOT remove the power cord until the system controller has shut down completely.



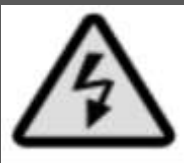
Beware of trapping fingers when opening or closing the scanner.



Do not shock the scanner.  
Use the supplied power supply only.



Operating Environment:  
Relative humidity  
10% - 90%  
Temperature  
10C – 35C (50F-95F)  
Allow the scanner to acclimatize to the ambient room temperature before unwrapping the scanner and powering on to avoid risk of damage from condensation.



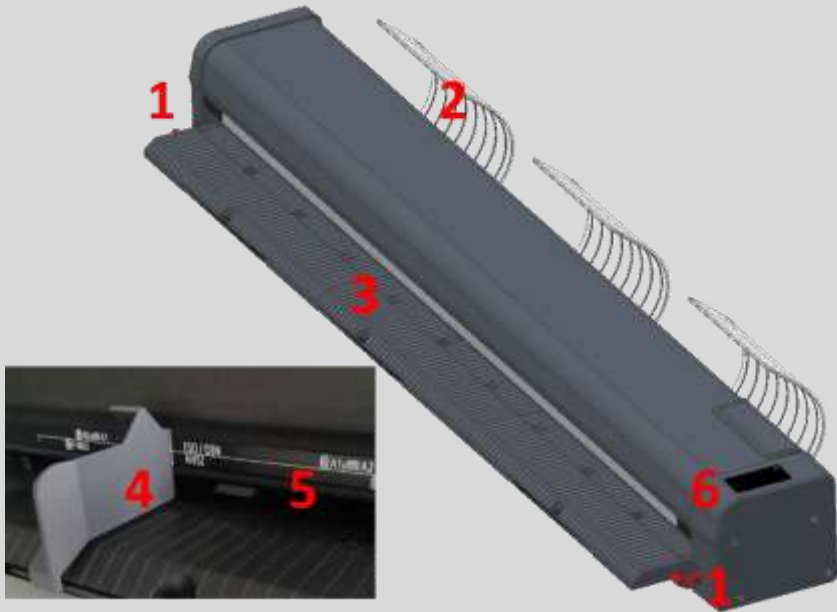
Beware: Removal of covers will expose electrical connectors. No user serviceable parts inside.



Keep the scanner dry.

## Scanner - Identification of parts

1. Paper tray latch (1 each side)
2. Document Return Guide(s)
3. Paper Tray
4. Paper Edge Guides (Left and Right)
5. Document size guide
6. Control Panel



### Control Panel

#### LED:

Violet – Getting Ready.

Blue – Ready.

Blue flashing every 15 seconds – Sleep mode.

Orange flashing every second – Lid open.

Violet flashing every second – Feeding.

#### Buttons:

- Advance Document
- Rewind Document
- Stop / Wake



### Scanner Sleep

The scanner will go to sleep after 15 minutes to save energy. (The maximum time for Energy Star is 15 minutes). Adjust the time in the software Settings. To wake the scanner, push the red Stop button.

## Scanner – Connections and Opening / Closing

1. Cable clamp
2. Power switch.
3. Power connector.
4. USB3 connector.

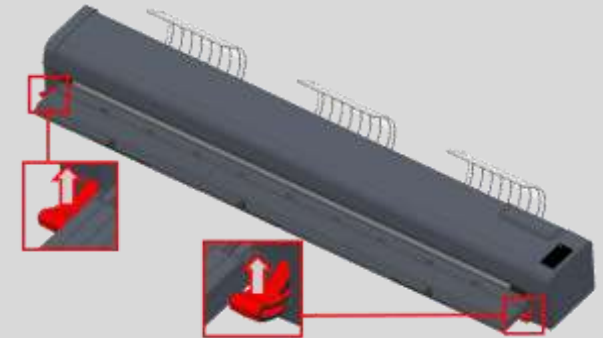


### Opening/Closing the scanner

Do not leave the scanner open for long periods.

Open the scanner by lifting the two levers at the same time.

Close the scanner by pushing the lid down until both latches click into place.



### Power supply

Use the supplied power supply only.



## Scanner - Load a document

- Caution: Permanent damage to the scan glass will occur if the documents contain staples, paper clips or other similar objects. Avoid scanning documents with sticky tape or Post-It notes as the glue can adhere to the scan glass resulting in image quality issues.
- To scan thicker documents, such as the calibration target, remove the Document Return Guide(s) to provide a straight paper path.
- The original document will be loaded into the scanner face up in the center. If using auto-size, the exact position is not critical. If using fixed sizes, align to the appropriate mark on the document size strip.

ISO/DIN sizes are shown above the line



ANSI sizes are below the line to the left only. ARCH sizes are below the line to the right only.

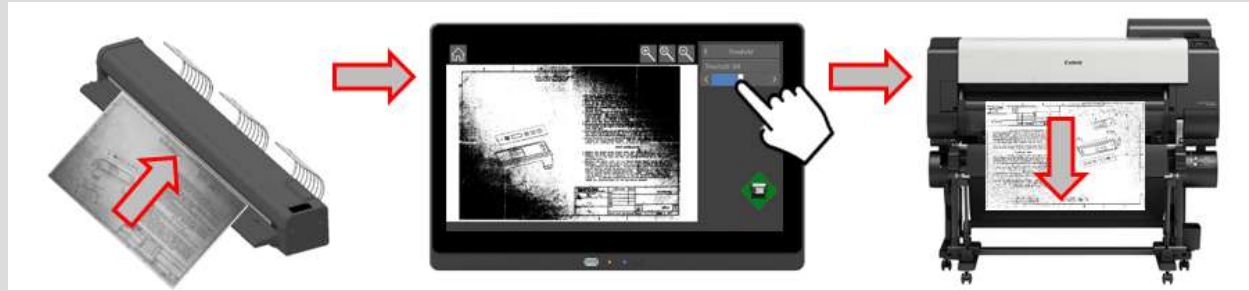
- Fit either Left and/or Right Paper Edge Guides to help align a document.
- Using two hands hold the document at both sides near the lead edge, giving a little outward tension to make the lead edge of the document straight. Present the lead edge to the scanner keeping the lead edge square to the feed rollers. After a short delay, the feed rollers will automatically take the document into the scanner and align it to the correct position ready for the Scan or Copy operation.
- During the scan process, guide the document as it feeds through the scanner to prevent the original re-entering the scanner.
- Eject the document to the front or rear of the scanner by pressing and holding the appropriate button on the scanner.
- If a document has jammed inside the scanner, open the scanner and remove the document by hand. Remove the jammed document from the front or back of the scanner as preferred. Pulling a document out of the scanner without opening the lid, could result in damage to the scanner.



## Operation Overview

SmartWorks MFP supports Copy, Scan, Print, Edit, Copy and Archive functions.

It uses a scan once, preview edit workflow. This means the image is scanned once, edited on the large screen, then printed (Copy) or saved (Scan) only when you are happy with the image. This saves time as well as paper and ink. It protects delicate documents from being scanned multiple times while trying different settings.



Features vary when User Accounts are enabled

If User Accounts are enabled, some features may not be available to that level of user. Please contact the local SmartWorks MFP Administrator.

Standard Features:

- Z series scanner support only. No SmartLF scanner support.
- Printer must be present to enable the system.

## Operation - Home Page

### Drop Down Menu:

- Settings – Configure the software
- Help – This document.
- Printer Help – Link to Printer Web Help (If enabled by the system administrator).
- Printer UI – Link to Printer Web UI (If enabled by the system administrator).
- Sleep – Put the system to sleep. Touch the screen or the power button once to wake.
- Restart – Restart the system.
- Shutdown – Shutdown the system.
- Logout – Log out the current user and reset the software. (If Users enabled).
- Key Operator – Information about the Key Operator of the MFP System
- About – Software version.

### Functions (Which Functions are displayed can be reduced)

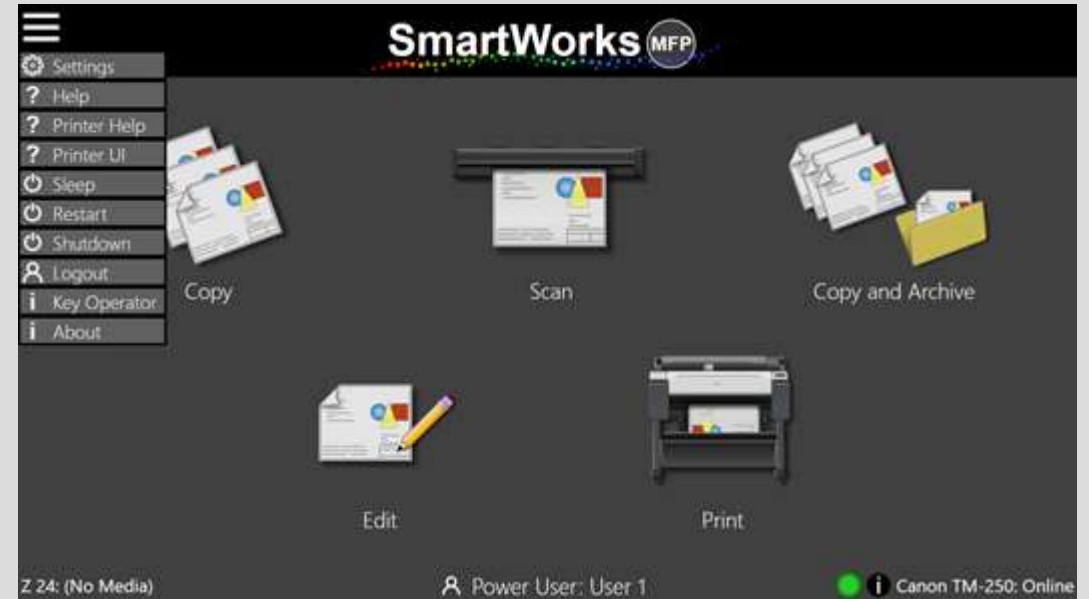
Click the icon to open a function page to adjust Settings before starting the scan:

- **Copy**
- **Scan**
- **Copy and Archive** (Combination of Copy and Scan functions)

The following functions will require a file to be selected:

- **Edit** (Single page files only. PDF, JPG or TIFF).
- **Print** (PDF, M-PDF, JPG or TIFF).

Timeout Reset: After a period of 2 minutes with no activity, the system controller will log out the current user and go to sleep. Adjust the timeout period in Settings-Program Preferences.



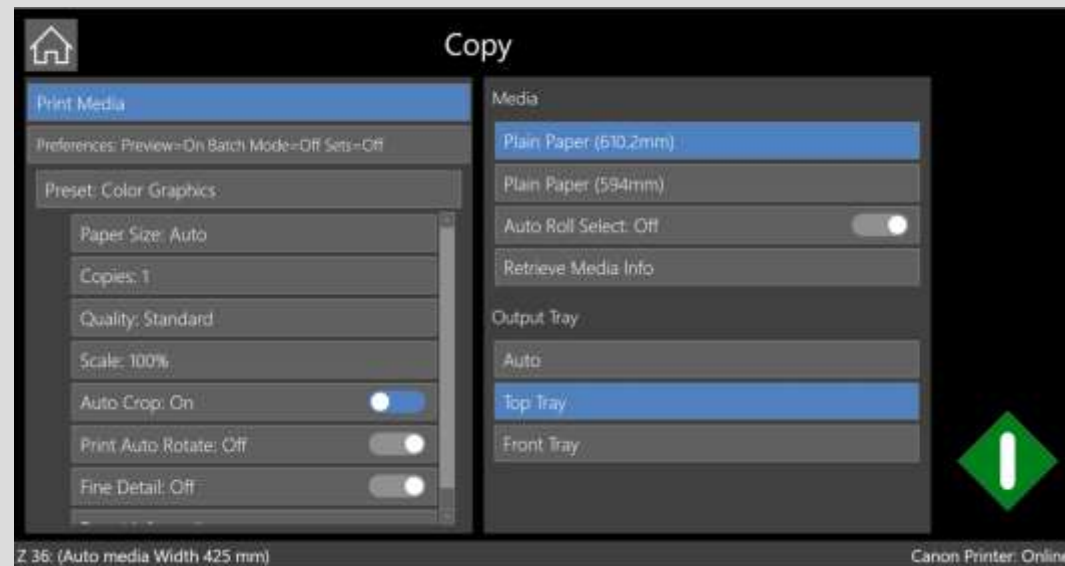
## Home Page – Scanner, User and Printer Status

Scanner Status	<p>Online/Offline status If a document is loaded, “Auto Media Width” is displayed.</p>
User logged in (If Users are enabled)	<p>User level (Administrator, Power User, User) and User name.</p>
Printer Status	<p>Online/Offline and warning or error messages. Clicking on the printer name will show current media and ink status, the communications port and detailed error messages.</p> <ul style="list-style-type: none"> <li><span style="color: green; font-size: 20px; margin-right: 5px;">●</span> Idle (Normal state)</li> <li><span style="color: yellow; font-size: 20px; margin-right: 5px;">!</span> Warning</li> <li><span style="color: red; font-size: 20px; margin-right: 5px;">✖</span> Error</li> <li><span style="color: gray; font-size: 20px; margin-right: 5px;">●</span> Connection is not available</li> </ul>





## Copy, Scan, Copy and Archive Function Page

Print Media (Copy, Copy and Archive only)	Media	If the printer has two rolls, then the media type and width is displayed. Select the roll to use for printing.
	Auto Roll Select	If there are two rolls with the same media type available, Auto Roll Select will select the roll according to the image size.
	Retrieve Media Info	Reads the current media types and size information from the printer.
	Output tray	If supported by the printer, define where the printed image will exit the printer. (Note: Not all media types can be output to all trays).
Preferences	Preview	Displays the scanned image to allow adjustment before saving/printing the file. If Preview is Off, the Scan or Copy will save/print the file without showing the image on screen.
	Batch Mode	The scanner starts automatically each time a new document is loaded.
	Sets	Scan a set of drawings and then define the print order for the set. It will automatically enable Batch Mode. (Copy only)
	Long Scan Mode	Enables scanning of documents up to 50m (1968.5”) in length at 200/300 dpi PDF. It will automatically disable Preview and Batch Mode. (Scan only).



Continued

## Copy, Scan, Copy and Archive Function Page

Folder (Scan, Copy and Archive only)	<p>Select folder to save scan files. If User Accounts are on, the folder may be set to the User's Scan Folder.</p>
Select / Adjust Preset	<p>Select the Preset for the type of document you wish to Scan. Adjust the Preset Settings as required. If a setting is changed the Preset name will change to "Custom". On exit from this page, you will be asked if you want to save the new settings as a new Preset.</p>
	<p>Gray button: System is not ready – no document loaded in the scanner, or printer not available. Green button: Start a scan or copy. (If Accounting is on, enter text into the accounting fields as required and press OK). Red button: Cancel current function. Blue button: Pauses Batch Mode, Multipage documents or Sets.</p>
	<p>Return to the Home page.</p>



## Presets – Document Types

Color Photo



Color CAD



Color Graphics



Color Lines



B&W – Clean



Blueprint



Gray Photo



Gray Graphics



Gray Lines



B&W – Dirty



B&W – Very dirty



Blueprint-2, 3



Note: Some Presets are not displayed unless enabled:

- Scan Preset = RAW TIFF has file type set to RAW TIFF without color management. (Factory use only).
- Long Scan Presets = File type set to PDF, with Quality set to 200/300dpi. Maximum scan length of 50m (164' ½").

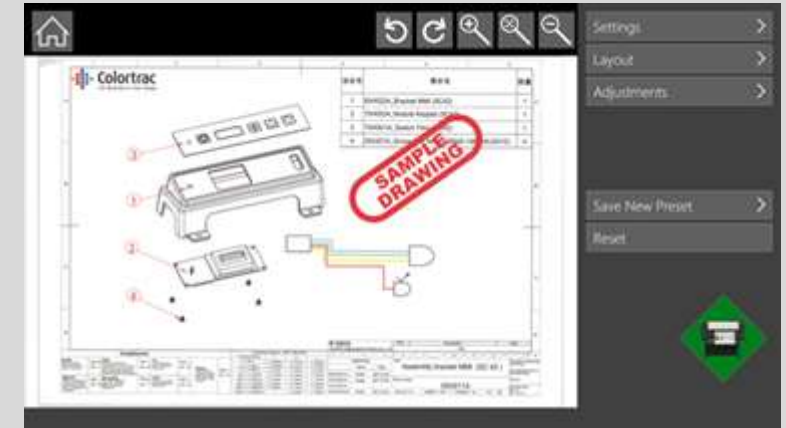
Scan/Copy Preset = No Filters, has color management, but no image filters are applied.

## Copy Example

1. Load the original document into the center of the scanner, face up.
2. Select Copy Function.
3. Select Printer Media to use for multiple roll printers.
4. Change Preferences if required.
5. Select Preset to use; this will define the color mode and other settings.
6. Adjust any of the Preset settings if required. E.g. Change number of copies or quality mode.
7. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).



8. If Preview is enabled, the scanned image will be displayed.
9. Make changes to the image as required: Settings, Layout or Adjustments.
10. Press the Green button to print the image, or the Home button to cancel.



## Copy Preset Settings

Paper Size		Original document size.	Quality	Draft/ <b>Standard</b> /High	
	Auto	The scanner detects the width and length.	Scale	Reduction or enlargement. Sets scale by Paper Size width.	
	Auto to nearest standard	The scanner detects the width and length, but the width is adjusted to the nearest standard paper size.	Print Auto Scale to Roll	Change the size so that the print fits the full width of the paper roll selected.	
	Full Width	The scan width is 24" for a Z24 scanner, or 36" for a Z36 scanner. The scanner detects the length of the document.	%	<b>100%</b>	
			ISO	Input: A4/A3/A2/A1/A0	Output: A4/A3/A2/A1/A0
	Fixed	Load the document according to the marks on the scanner.	ANSI	Input: A/B/C/D/E/E+	Output: A/B/C/D/E/E+
			ARCH	Input: A/B/C/D/E/E1	Output: A/B/C/D/E/E1
	Portrait/Landscape	Document orientation.	JIS	Input: B4/B3/B2/B1/B0	Output: B4/B3/B2/B1/B0
			ISO	A4/A3/A2/A1/A0	
			ANSI	A/B/C/D/E/E+	
			ARCH	A/B/C/D/E/E1	
JIS	B4/B3/B2/B1/B0				
User	User 1...User 6 (Configured in Settings – Program Preferences – Papers Displayed)	Auto Crop	<b>On/Off</b> . Crops a border from the scan before printing.		
		Print Auto Rotate	On/ <b>Off</b> . Rotate to landscape if possible. If 2 rolls are available, it selects the best roll to use. Print Auto Scale to Roll ignores Auto Rotate.		
		Fine Detail	On/ <b>Off</b> Neutralises (makes gray) the color fringes typically seen above and below scanned fine lines and text.		
Copies	<b>1...99</b>	Print Auto Rotate			
Print Position	<b>Left</b> / Center / Right	Preset Information	Displays the current settings		

## Preset Settings: Fine Detail.

Neutralise (make gray) the color fringes typically seen above and below scanned fine lines and text.



On

Off

Fine Detail

## Scan Example

1. Load the original document into the center of the scanner, face up.
2. Select Scan Function.
3. Change Preferences if required.
4. Change Scan Folder or Multiple Scan Folders as required.

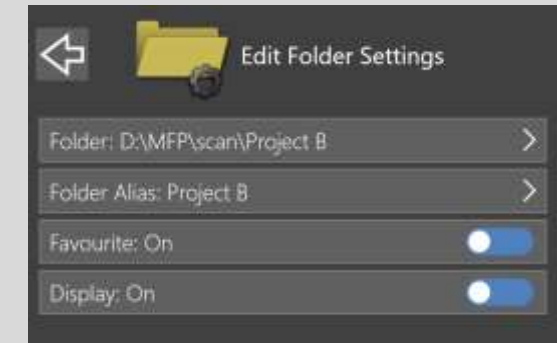
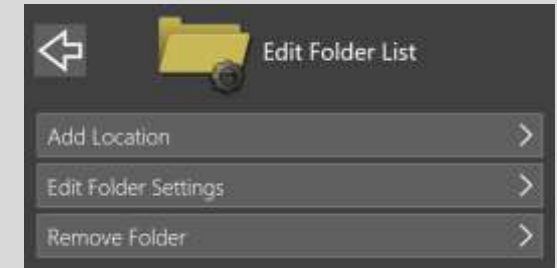
Create an editable list of scan folder paths for easy selection. The list is unique to each User.

Edit the folder list:

- Add Location: Browse to save a new location for this user. Can be Local on System Controller or a Network shared drive.

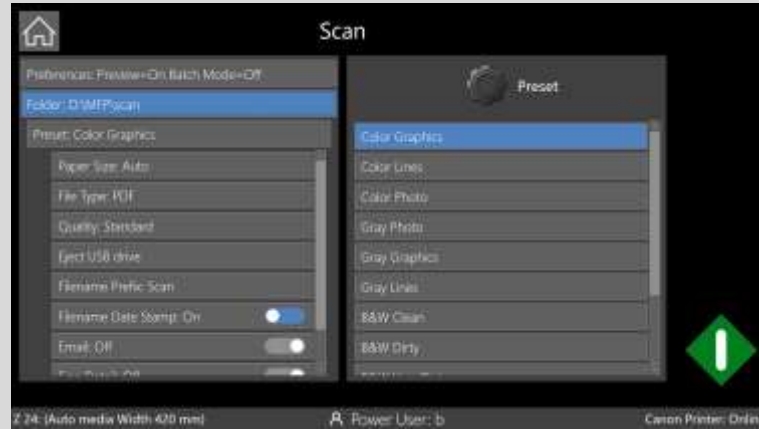


- Edit Folder Settings: Select the user's scan folder to be edited.
  - Edit the folder's path
  - Alias: Use a friendly short name in place of the full scan path.
  - Favourite = The scan folder is displayed towards the top of the list.
  - Display: If off, it will hide the scan folder from the list.
- Remove Folder from the list (Does not delete the folder)

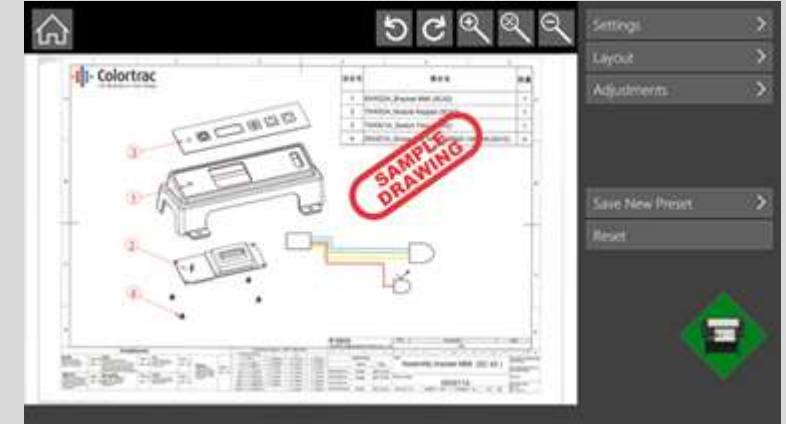


## Scan Example

5. Select Preset to use; this will define the color mode and other settings.
6. Adjust any of the Preset settings if required. E.g. File type or quality mode.
7. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).



8. If Preview is enabled, the scanned image will be displayed.
9. Make changes to the image as required: Settings, Layout or Adjustments.
10. when needed: change the file name <Settings-Change Filename>
11. Press the Green button to save the image with the changes. Press the Home button to save the document without any changes, or the Bin button to delete the file.
12. To retrieve scan files from the default scan folder see "Scan Folder – Scan to a local folder and access via HTTP".



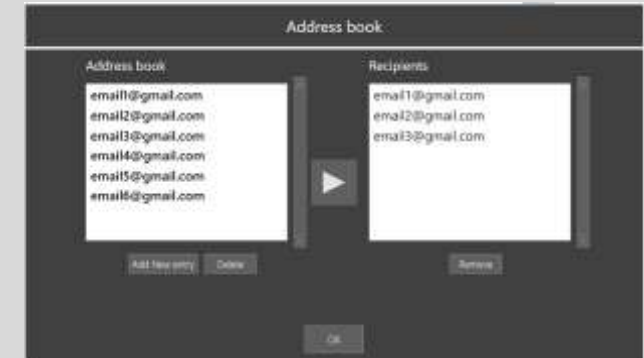
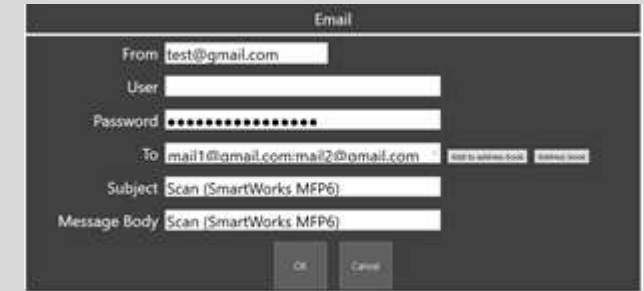
## Scan to Email Example

1. Load the original document into the center of the scanner, face up.
2. Select Scan Function.
3. Change Preferences if required.
4. Change Scan Folder if required.
5. Select Preset to use; this will define the color mode and other settings.
6. Enable Email (The Administrator must have enabled this feature).
7. Adjust any of the Preset settings if required. E.g. File type or quality mode.
8. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).



9. If Preview is enabled, the scanned image will be displayed.
10. Press the Green button to save the image.
11. In the Email window, enter the "From" email and password if required and the "To" email address(es). Use the Address Book buttons to manage the "To" email drop-down list. (The list is unique to each User. An "Update" button is available for Active Directory Users).

12. Edit the Email Subject and Message Body text as required and press OK.



## Scan to Cloud Example

1. Load the original document into the center of the scanner, face up.
2. Select Scan Function.
3. Change Preferences if required.
4. Change Scan Folder if required.
5. Select Preset to use; this will define the color mode and other settings.
6. Enable Cloud (The Administrator must have enabled this feature).
7. Select Cloud Service.
8. Adjust any of the Preset settings if required. E.g. File type or quality mode.
9. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).



10. If Preview is enabled, the scanned image will be displayed.
11. Press the Green button to save the image and the Cloud UI will start.
12. Connect to your Cloud account, select the folder or create a new folder and Upload the current scan file.

Note: The Cloud logon is saved for the next job if User Accounts are on. If Users are off, you will need to log on each time.  
The Cloud Service is stored per user.



## Scan Preset Settings

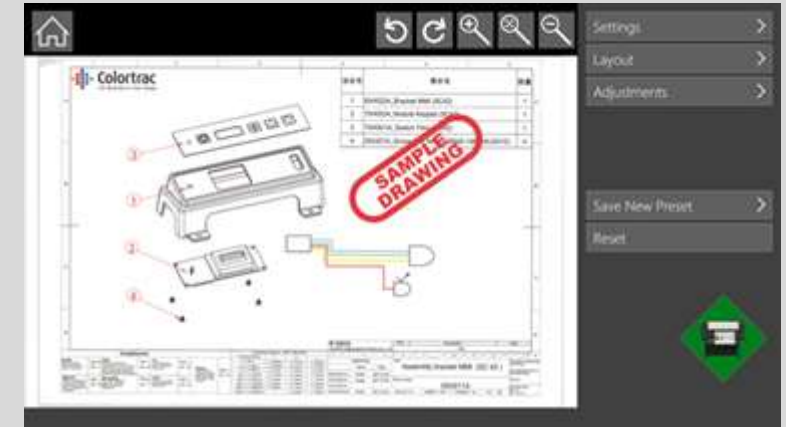
Paper Size		Original document size.	File Type	<b>PDF</b> /Multipage PDF/Multipage TIFF/JPEG/TIFF/DWF
Auto		The scanner detects the width and length.	Quality	Draft/ <b>Standard</b> /High
Auto to nearest standard		The scanner detects the width and length, but the width is adjusted to the nearest standard paper size.	Filename Prefix	Each scan file will start with this name.
Full Width		The scan width is 24" for a Z24 scanner, or 36" for a Z36 scanner. The scanner detects the length of the document.	Filename Date Stamp	<b>On</b> /Off. It will add the time and date into the scan file name.
Fixed		Load the document according to the marks on the scanner.	Scan to Email	On/ <b>Off</b> . A copy of the scan file is attached to an email. Enter the recipients email address, which can be kept for the current user only.
Portrait/Landscape		Document orientation.	Scan to Cloud	On/ <b>Off</b> . A copy of the scan file is sent to the cloud.
ISO		A4/A3/A2/A1/A0	Cloud Service	<b>DropBox</b> /Box
ANSI		A/B/C/D/E/E+	Fine Detail	On/ <b>Off</b> . Neutralise (makes gray) the color fringes typically seen above and below scanned fine lines and text.
ARCH		A/B/C/D/E/E1		
JIS		B4/B3/B2/B1/B0	Preset Information	Display the current settings
Notes:		<p>If User Accounts are enabled, some features may not be available to that level of user. Please contact the local SmartWorks MFP Administrator.</p> <p>If Long Scan Mode is enabled, some features are not available.</p>		

## Copy & Archive Example

1. Load the original document into the center of the scanner, face up.
2. Select Copy & Archive Function.
3. Select Printer Media to use for multiple roll printers.
4. Change Preferences if required.
5. Change Scan Folder if required.
6. Select Preset to use; this will define the color and other settings.
7. Adjust any of the Preset settings if required. E.g. Change number of copies or file type.
8. Press the Green button. (If Accounting is on, enter text into the accounting fields as required and press OK).



9. If Preview is enabled, the scanned image will be displayed.
10. Make changes to the image as required: Settings, Layout or Adjustments.
11. when needed: change the file name <Settings-Change Filename>
12. Press the Green button to save and print the image with the changes. Press the Home button to save the document without any changes without printing, or the Bin button to delete the file.

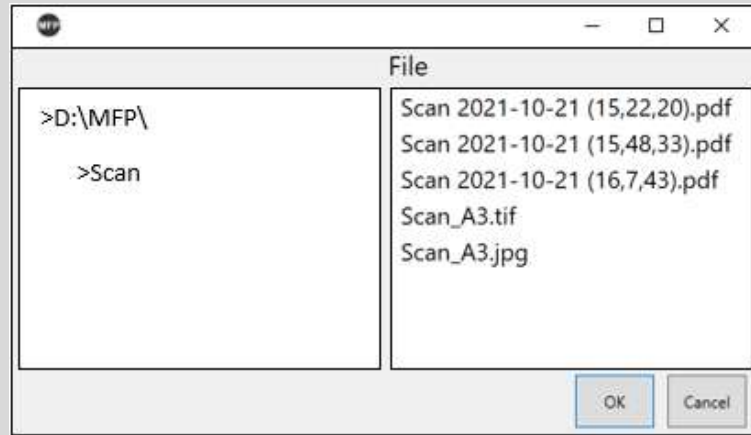
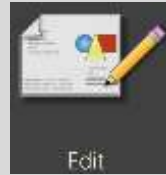


## Copy and Archive Preset Settings

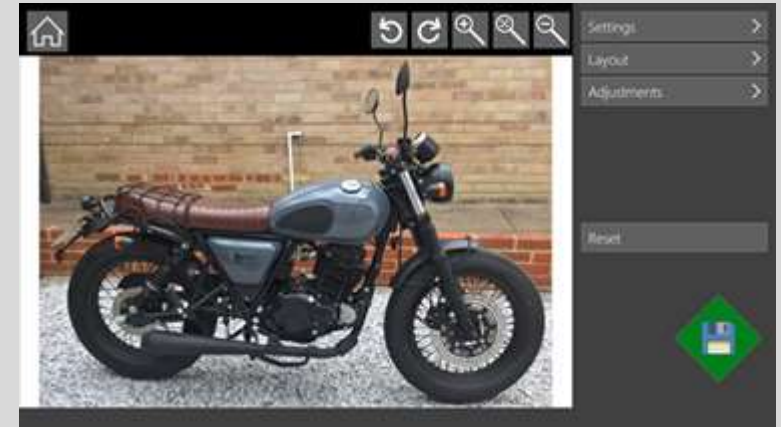
Paper Size		Original document size.	Filename Prefix	Each scan file will start with this name.	
Auto		The scanner detects the width and length.	Filename Date Stamp	<b>On/Off</b> . It will add the time and date into the scan file name.	
Auto to nearest standard		The scanner detects the width and length, but the width is adjusted to the nearest standard paper size.	Scale	Reduction or enlargement.	
Full Width		The scan width is 24" for a Z24 scanner, or 36" for a Z36 scanner. The scanner detects the length of the document.	Print Auto Scale to Roll	Change the size so that the print fits the full width of the paper roll selected.	
Fixed		Load the document according to the marks on the scanner.	%	<b>100%</b>	
Portrait/Landscape		Document orientation.	ISO	Input: A4/A3/A2/A1/A0	Output: A4/A3/A2/A1/A0
ISO		A4/A3/A2/A1/A0	ANSI	Input: A/B/C/D/E/E+	Output: A/B/C/D/E/E+
ANSI		A/B/C/D/E/E+	ARCH	Input: A/B/C/D/E/E1	Output: A/B/C/D/E/E1
ARCH		A/B/C/D/E/E1	JIS	Input: B4/B3/B2/B1/B0	Output: B4/B3/B2/B1/B0
JIS		B4/B3/B2/B1/B0	Paper Size	Input: Any standard size	Output: Any standard size
User		User 1...User 6 (As configured in Settings)	Print Position	<b>Left</b> / Center / Right	
Copies		<b>1</b> ...99	Auto Crop	<b>On/Off</b> . Crops a border from the scan before printing.	
Quality		Draft/ <b>Standard</b> /High	File Type	PDF/JPEG/TIFF/DWF	
Fine Detail		On/ <b>Off</b> . Neutralise (makes gray) the color fringes typically seen above and below scanned fine lines and text.	Print Auto Rotate	On/ <b>Off</b> . Rotate to landscape if possible. If 2 rolls are available, it selects the best roll to use. Print Auto Scale to Roll ignores Auto Rotate.	
Note		If User Accounts are enabled, some features may not be available to that level of user. Please contact the local SmartWorks MFP Administrator.			

## Edit Example

1. Select Edit Function.
2. When prompted select the file to edit. (Single page files only. PDF, JPG or TIFF).

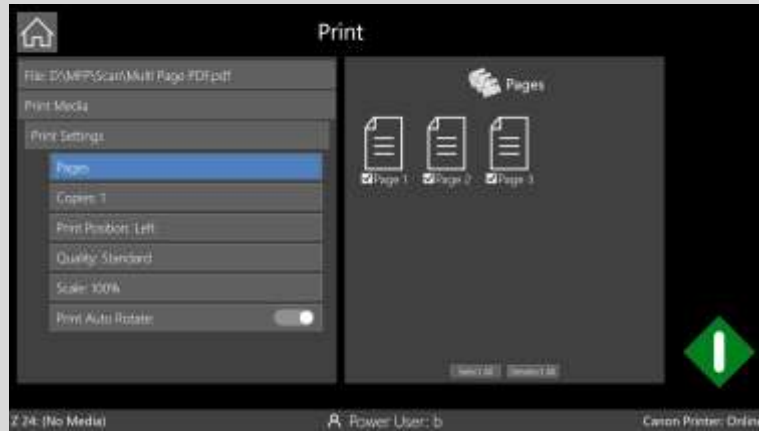
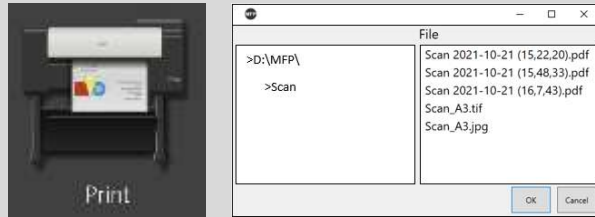


3. The image will be displayed in the Preview screen.
4. Make changes to the image as required: Settings, Layout or Adjustments.
5. Press the Green button to save the image with the changes, or the Home button to cancel.

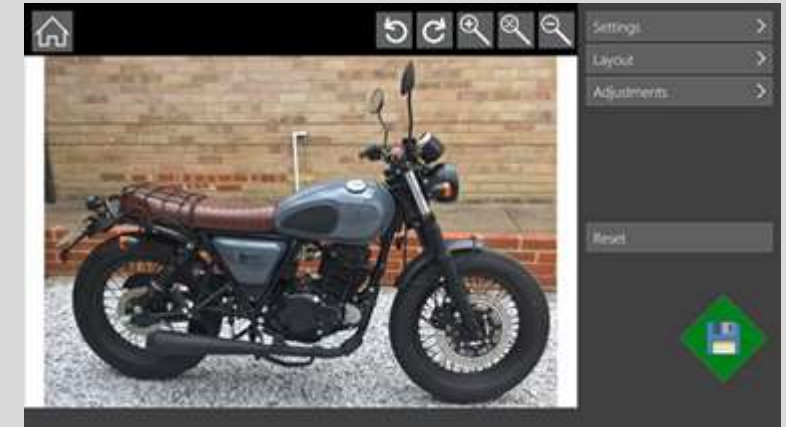


## Print Example

1. Select Print Function.
2. When prompted select the file to print. (PDF, Multipage PDF, JPG or TIFF files only).
3. Select Printer Media to use for multiple roll printers.
4. Adjust any of the Print settings if required. E.g. Change number of copies or quality mode.
5. For Multipage PDF files select the pages to print.
6. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).

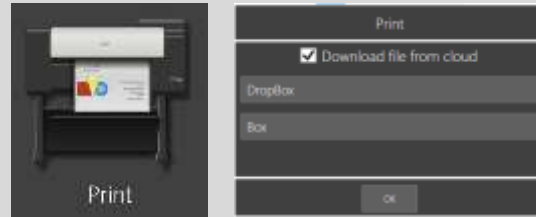


7. The image will be displayed in the Preview screen (except Multipage PDF files, which are printed without Preview).
8. Make changes to the image as required: Settings, Layout or Adjustments.
9. Press the Green button to print the image, or the Home button to cancel.

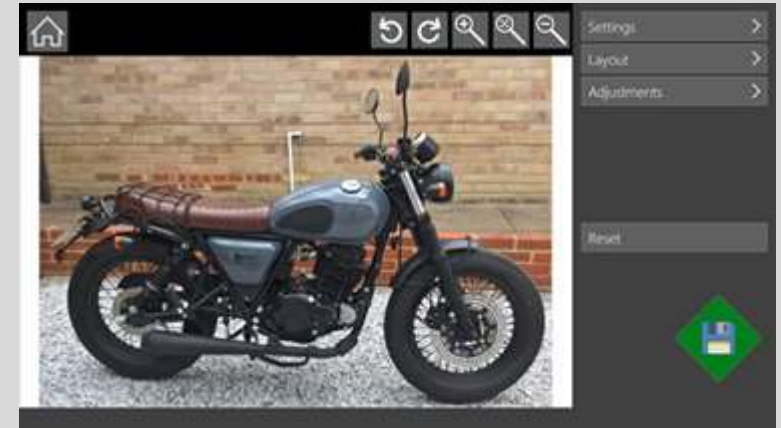


## Print from Cloud Example

1. Select Print Function.
2. Tick the box to “Download file from cloud”, select the Cloud Service and press OK.
3. The Cloud UI will start.
4. Connect to your Cloud account, select the file, and Download.  
Note: The Cloud logon is saved for the next job if User Accounts are on. If Users are off, you will need to log on each time.
5. Select Printer Media to use for multiple roll printers.
6. Adjust any of the Print settings if required. E.g. Change number of copies or quality mode.








7. For Multipage PDF files select the pages to print.
8. Press the Green Button. (If Accounting is on, enter text into the accounting fields as required and press OK).
9. The image will be displayed in the Preview screen (except Multipage PDF files, which are printed without Preview).
10. Make changes to the image as required: Settings, Layout or Adjustments.
11. Press the Green button to print the image, or the Home button to cancel.

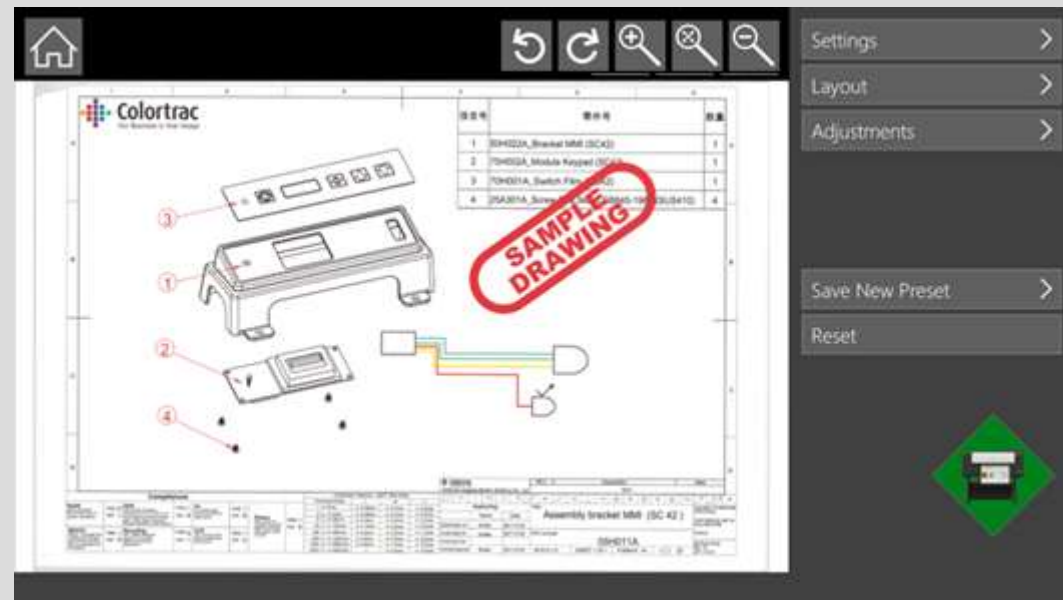


## Print Settings

File	Browse (Single page files only. PDF, JPG or TIFF).	Scale	Reduction or enlargement.	
Pages	For Multipage PDF files, select which pages to print.	Print Auto Scale to Roll	Change the size so that the print fits the full width of the paper roll selected.	
Copies	<b>1</b> ...99	%	<b>100%</b>	
Print Position	<b>Left</b> / Center / Right	ISO	Input: A4/A3/A2/A1/A0	Output: A4/A3/A2/A1/A0
Quality	Draft/ <b>Standard</b> /High	ANSI	Input: A/B/C/D/E/E+	Output: A/B/C/D/E/E+
		ARCH	Input: A/B/C/D/E/E1	Output: A/B/C/D/E/E1
		JIS	Input: B4/B3/B2/B1/B0	Output: B4/B3/B2/B1/B0
		Paper Size	Input: Any standard size	Output: Any standard size
		Print Auto Rotate	On/ <b>Off</b> . Rotate to landscape if possible. If Media Type is selected, then it will select the best roll to use. Print Auto Scale to Roll ignores Auto Rotate.	

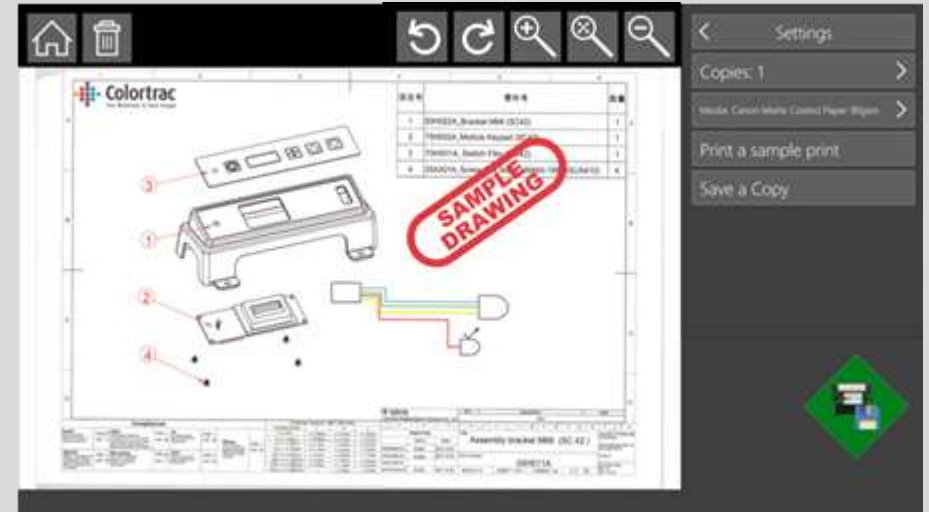
## Preview Page

Adjust the image	See Preview Settings
	Zoom in / Zoom to Extents / Zoom Out. Zoom in and out using 2 fingers on the image or pan using 1 finger on the image.
	Rotate Left / Rotate Right
	Once happy with the appearance, Print or Save using the Green button. This will close the Preview page and return to the function page. Alternatively, under the Settings menu, Save a copy/Print a sample print and continue adjusting.
	Return to the Home page. Scan - The scan file is kept with the original Preset settings (no further adjustments from Preview are applied). Copy – No image is retained.
	Return to the Home page. The scanned image is deleted. (Scan Only)
Save New Preset	Make a new Preset with the current settings.
Reset	Remove all the changes and return to the original scan data.



## Preview - Settings

Copies	1...99	Change number of copies. (Copy/Print only)
Media		Change print media. (Copy/Print only)
Print a sample print		Print the image as displayed and keep image in the Preview. (Copy/Print only)
Save a copy		Save a copy of the image as displayed and keep image in the Preview. (Scan/Edit Only)
Output Tray	Front/Top	(Only if printer supports Tray selection. Copy/Print only)



Preview – Layout: Deskew. Rotation.

Deskew

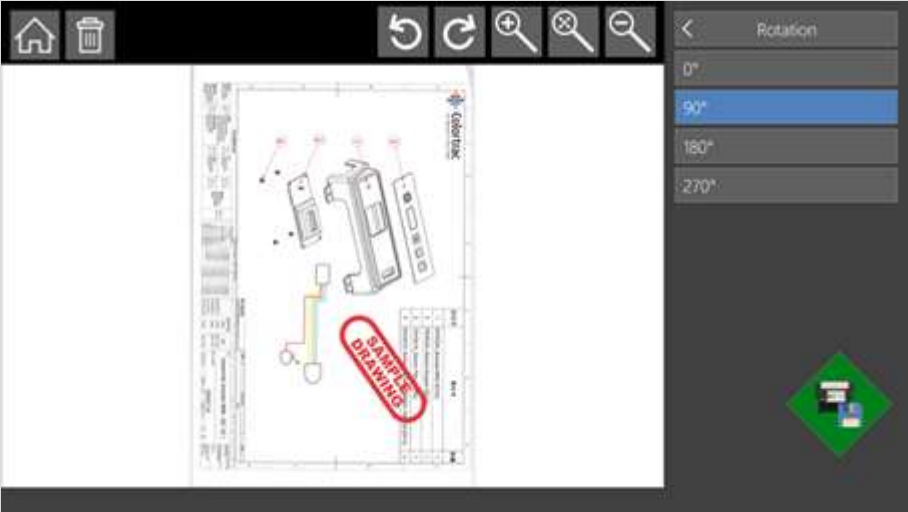
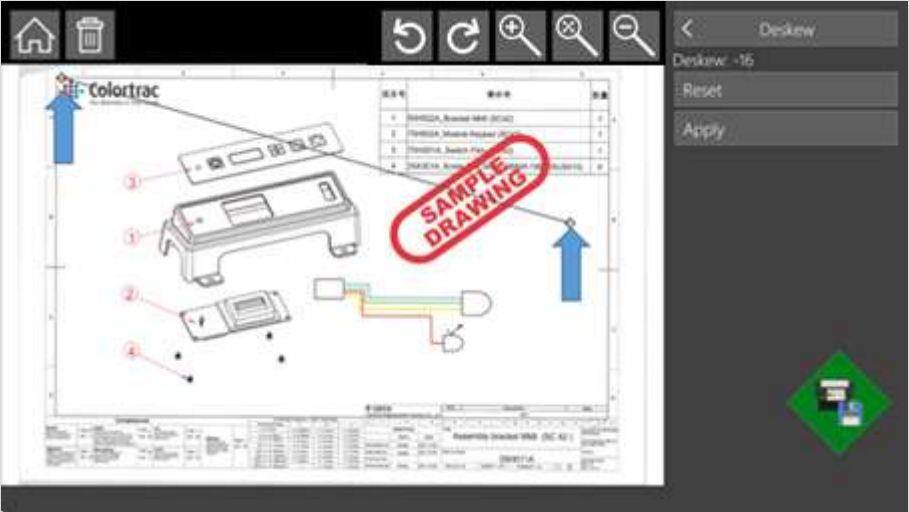
Reset / Apply

If Auto Deskew is on, selecting Deskew will remove the Auto Deskew angle to allow manual adjustment. Move the 2 ends of the line on screen to a line on the image you wish to make horizontal. Pan and zoom as necessary.

Rotation

0/90/180/270

Rotate the image.

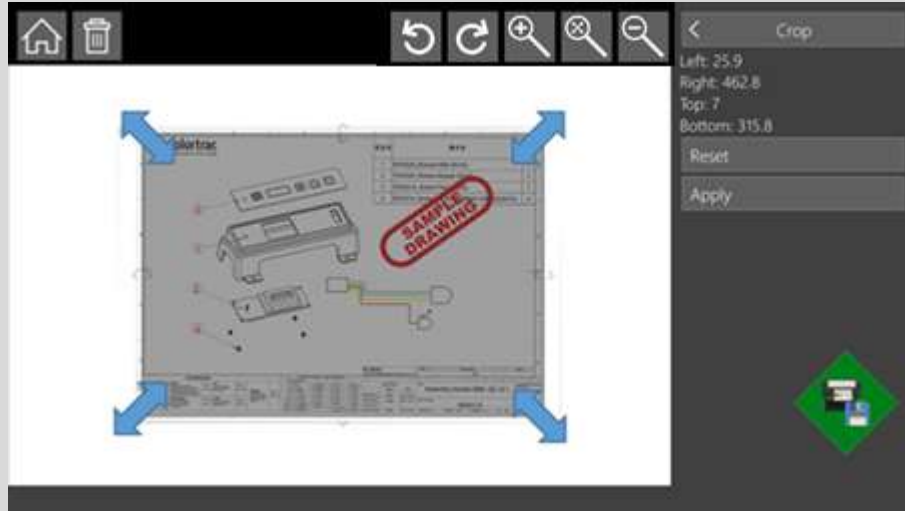


# Preview – Layout: Crop. Mirror.

Crop

Reset / Apply

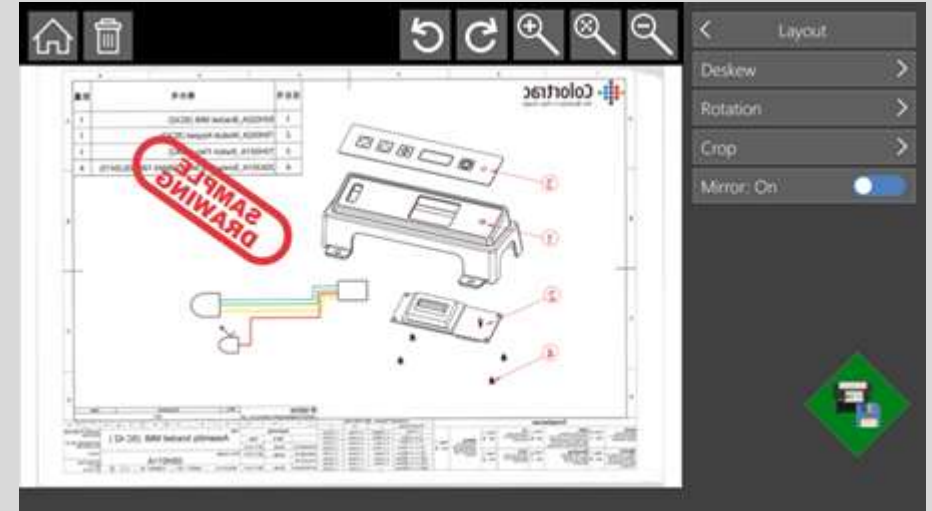
Adjust the area to print/save. Expand the crop box to add a border to the scanned image or to show the full scanned image after Deskew.



Mirror

On/Off

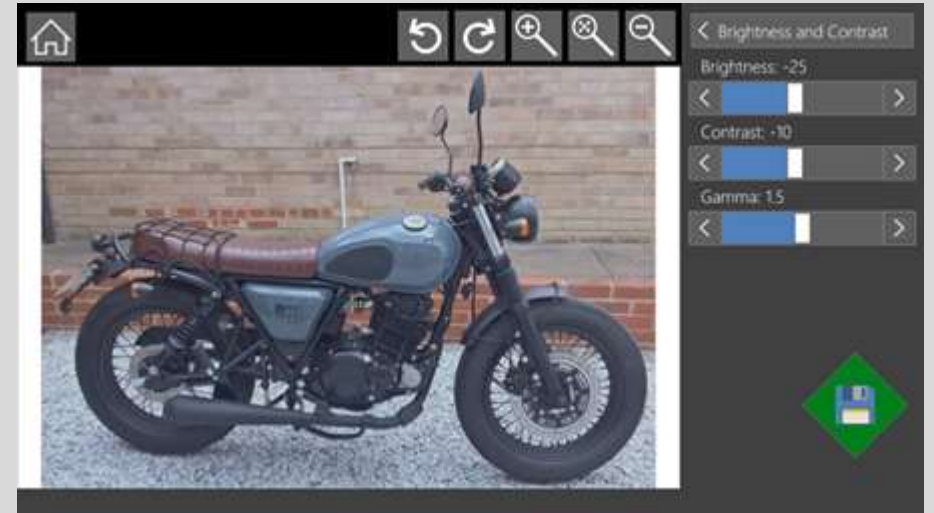
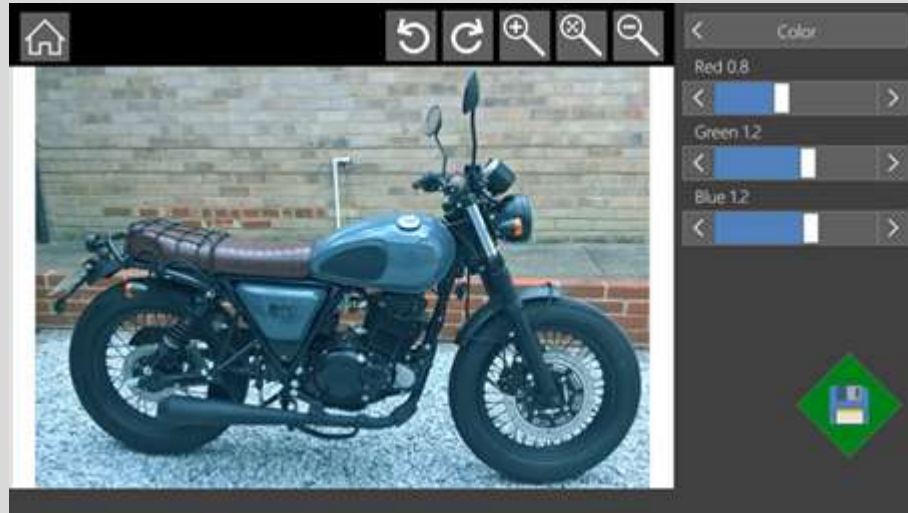
Swap all the pixels horizontally.



## Preview – Adjustments: Color Change. Brightness and Contrast.

Colour Change		(Color only)
Red	0.. <u>1</u> ..2	Adjust the levels of Red in the image.
Green	0.. <u>1</u> ..2	Adjust the levels of Green in the image.
Blue	0.. <u>1</u> ..2	Adjust the levels of Blue in the image.

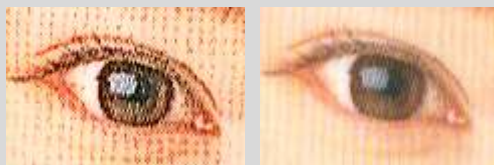
Brightness and Contrast		
Brightness	-255.. <u>0</u> ..255	Make the whole image lighter or darker.
Contrast	-100.. <u>0</u> ..100	Change the difference in color and brightness between parts of an image.
Gamma	0.1.. <u>1</u> ..3	Change the difference between dark and light colors.



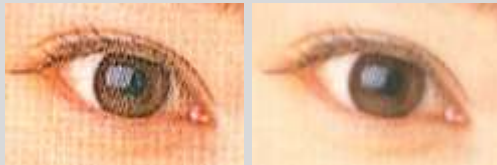
## Preview – Adjustments: Sharpening.

Sharpening		Sharpening emphasizes fine lines and text.
Amount	0...100	How much to increase the contrast between the light and dark sides of the line/edges.
Radius	0...20	How many pixels to change on each side the line/edge.
Threshold	0...255	Define the brightness level of the lines/edges to include.

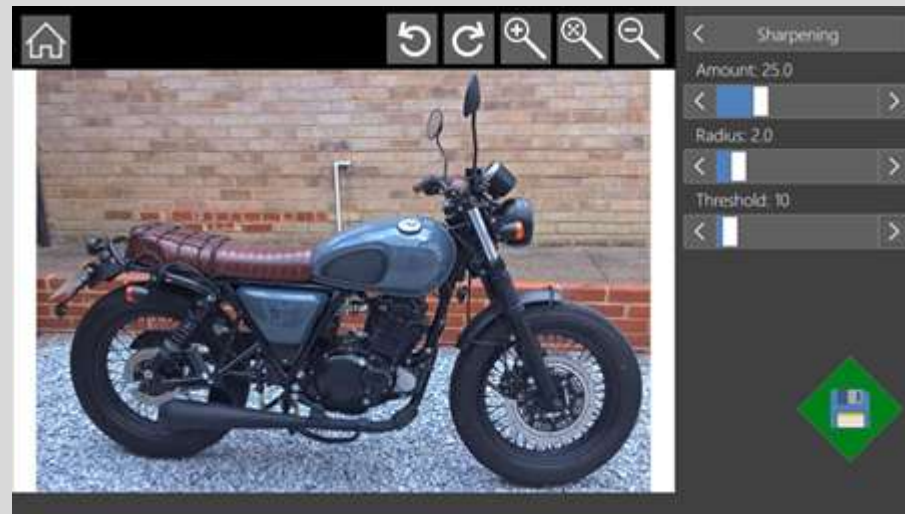
Sharpening emphasizes fine lines and text, but not so good for photos. It can cause a Moiré effect on screen or inkjet printed blocks of color. For such originals use Photo or Graphics Presets that have no or less sharpening. Other settings that can help reduce Moiré effect are changes to scan resolution or to feed original at a different angle. A Moiré effect is an unwanted interference pattern caused by similar, but slightly offset frequencies of an original image and the scanner. Examples of a screen-printed original.



300dpi – With and without sharpening

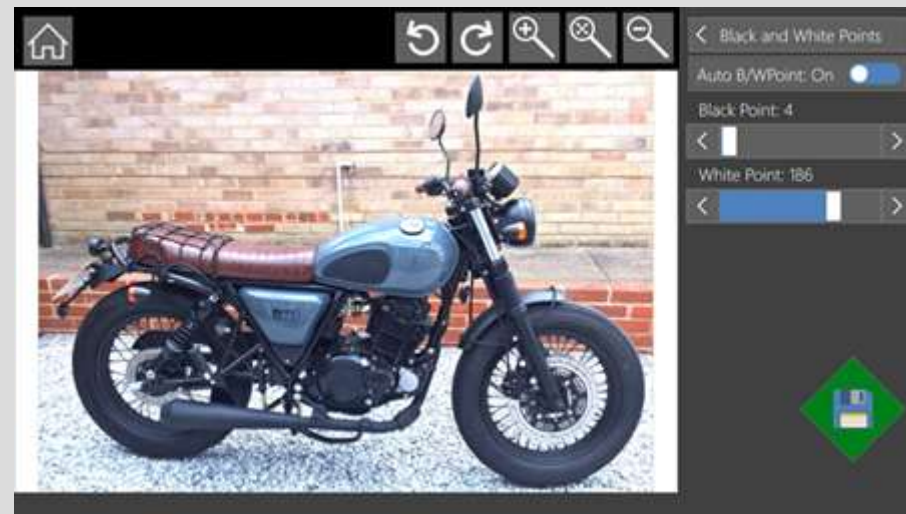


600dpi – With and without sharpening



## Preview – Adjustments: Black & White Points. (Color/Gray Presets)

Black and White Points		
Type		
Standard		Maintain a smooth transition.
Threshold		Clip the colours.
Black and White Points		
Auto Black and White Points	On/ <b>Off</b>	The Black & White Points are set automatically depending on the image contents.
Black Point	0...254	Change very dark areas of the image to black.
White Point	1...255	Change very light areas of the image to white.
Amount (Threshold only)	1...5	How quickly the colours beyond the White Point, are forced to white.



## Preview – Adjustments: Black & White Points Type. (Color/Gray Presets)

### Black and White Points Type: Threshold / Standard

Defines the method used with the Black and White Points. Both methods force the colors beyond the Black and White Point values towards Black or White, but they treat the colors inside these values differently.

Standard adjusts the other colors to maintain a smooth transition. This provides more natural looking photographs.

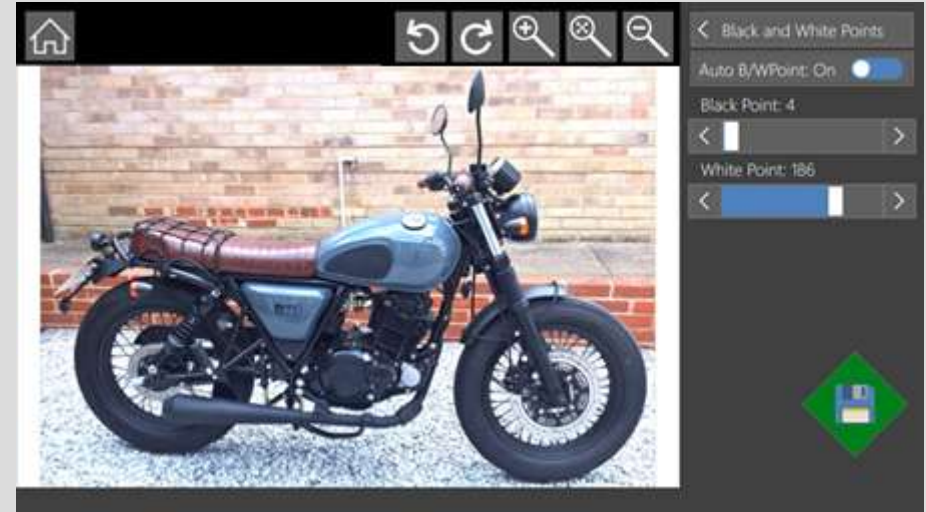
Threshold does not change the other colors, so is best for colour accuracy.



Standard



Threshold



## Preview – Adjustments: Black & White Points. (Black & White Presets)

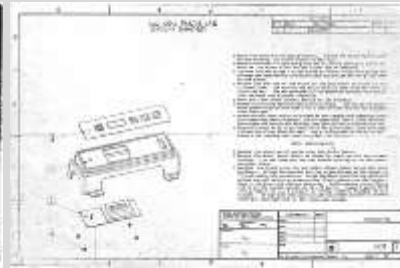
Threshold		Define the value at which pixels are set to black or white. A higher value sets more pixels to black.
Type		
Simple		Simple Threshold sets one value for the whole image, so works well with clean originals.
Adaptive		Adaptive Threshold varies the value according to the data, so works well with uneven dirty originals.
Threshold - Simple	0...255	
Threshold - Adaptive	-10...20	



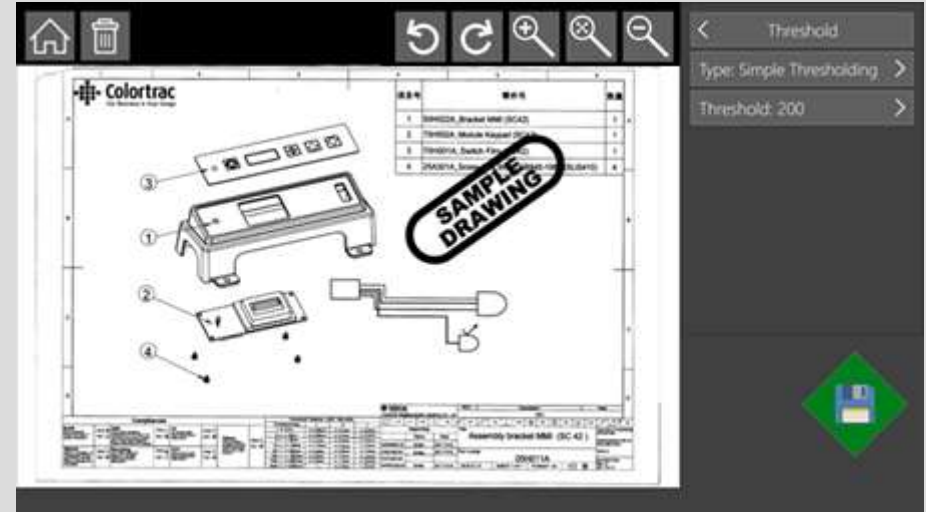
Original



Simple Threshold



Adaptive Threshold



# Preview – Adjustments: Rendering Intent.

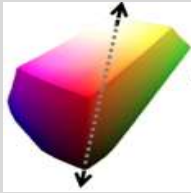
Rendering Intent  
(Color only)

Absolute  
White Point /  
**Relative  
White Point**

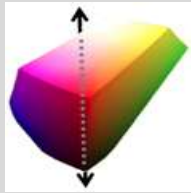
Define how to interpret the color data from the scanner.

Relative White Point provides better whites for more natural looking photographs and cleaner white paper.

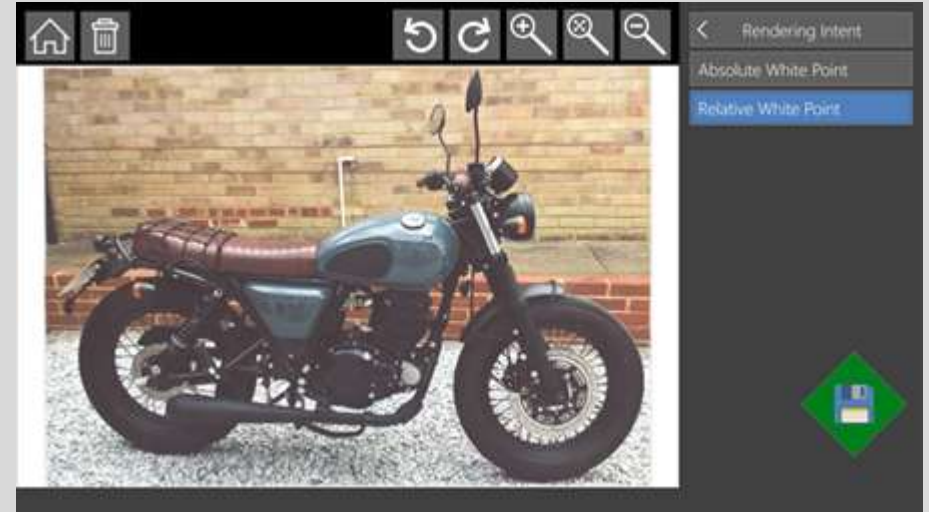
Absolute White Point makes fewer changes to the scan data, so is best for colour accuracy.



Relative



Absolute



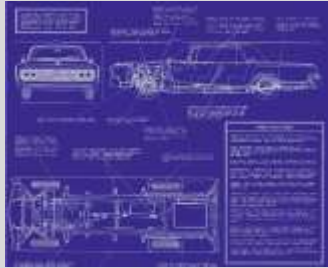
# Preview – Adjustments: Invert.

Invert

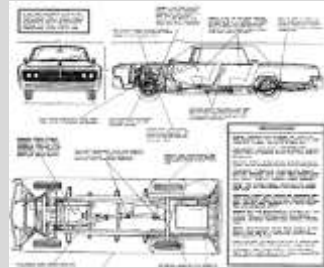
On/**Off**

Color Presets: Create a negative image.

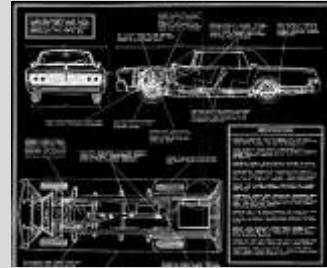
B&W Presets: Convert light lines on a dark background to dark lines on light background.



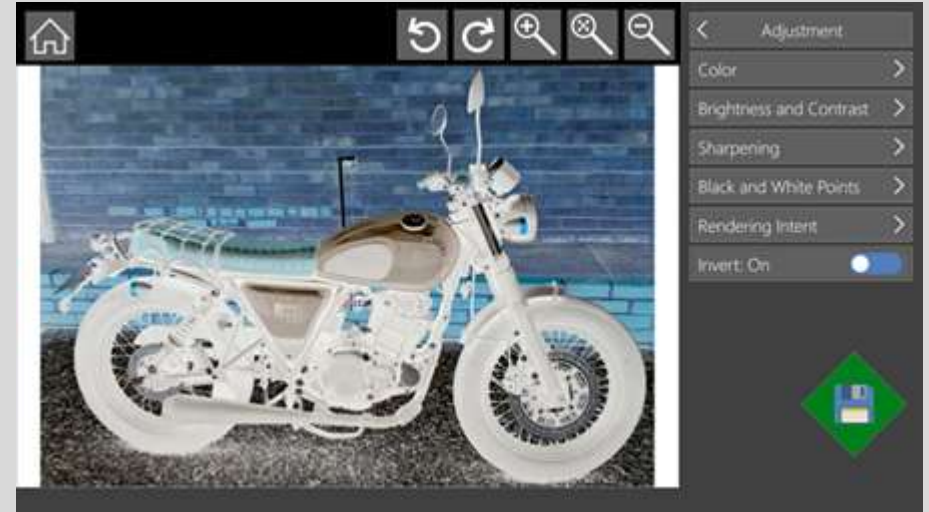
Original



B&W Invert = On



B&W Invert = Off



# Preview – Adjustments: Blueprint 3.

Blue	Threshold value blue
Red	Red tolerance (related to the red reference)
Red Reference	Reference for red (red to 0 will convert all into blue)

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Original	Output to blue and red	Output to blue
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< Blueprint 3

Blue 206

<>

Red 34

<>

Red Reference (232,75,75) >

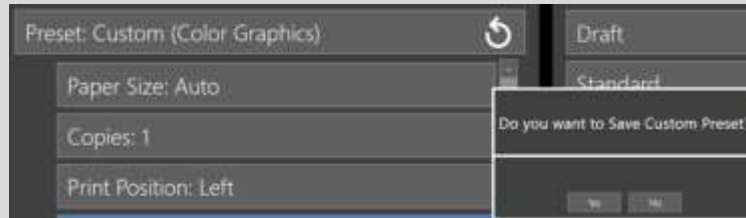
💾

## How to make a new Preset

If User Accounts are enabled, then the ability to make a new Preset depends on the Privileges of that user as assigned by the local Administrator.

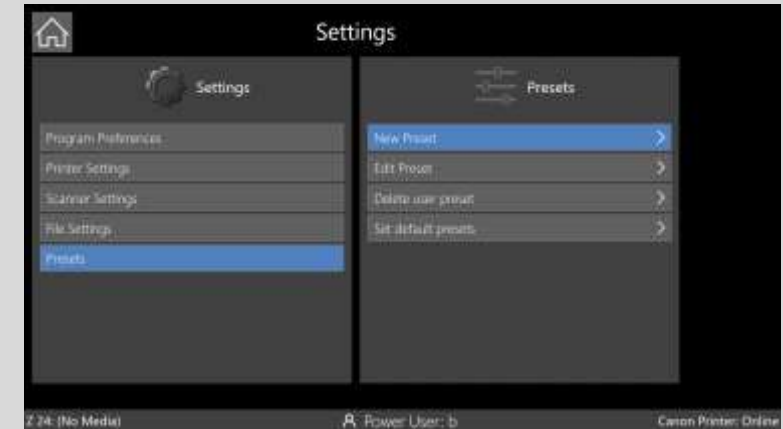
There are 3 ways to save a make Preset.

1. From a function page.  
If a setting of the current Preset has been changed, the Preset name will change to "Custom" with the name of the Preset on which it is based in brackets. When the Home button is pressed, you can save the current settings with a new Preset name.



2. From the Preview Page.  
When the Save New Preset button is pressed, you can save the current settings with a new Preset name.

3. From the Settings Page.  
See Settings – Presets



## Scan to a USB stick



When a USB stick is inserted into the System Controller, a graphic is displayed on the Home page.

The scan folder will automatically be set to the USB stick, and you can browse to sub folders.

Always press the USB icon and eject the USB stick before removal to ensure no files are corrupted.

You can also delete files from the USB stick or copy scan files from the System Controller to the USB stick.

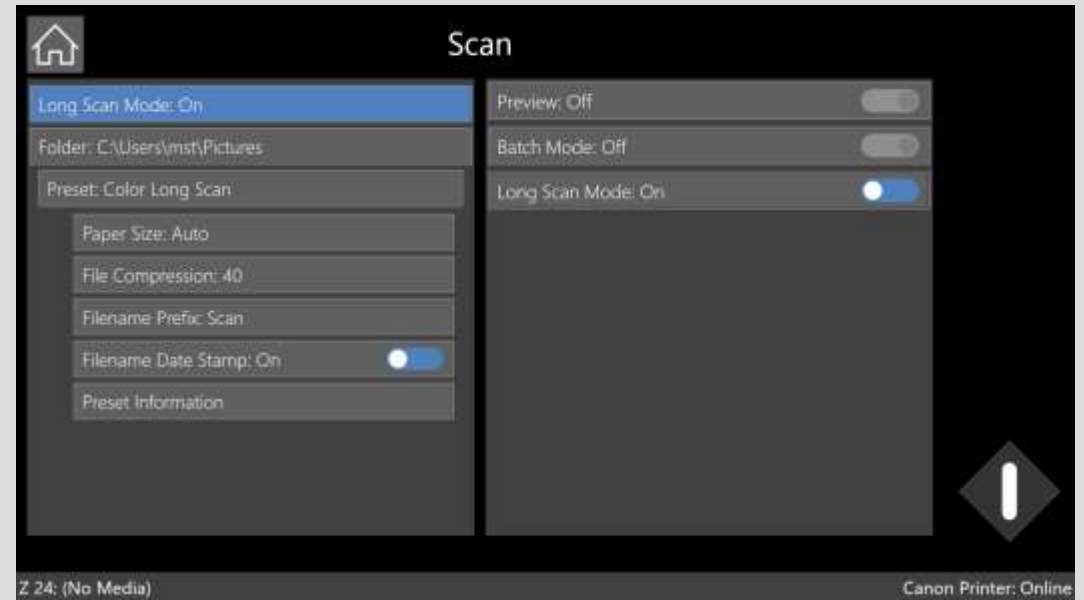


## Long Scan Mode

### Long Scan Mode

With Long Scan Mode enabled, Preview and Batch Mode are automatically switched off and special Long Scan Presets are listed with limited features:

- Paper size: Auto, Auto to Nearest Standard and Full Width, that set the length automatically, are extended to allow a maximum scan length of 50m (1968.5”).
- File Compression: Adjustable for color or grayscale long scans and independent from other Presets. A lower percentage produces a smaller file size, but the image quality is lower.
- Quality: Scan dpi is set to 200/300dpi.
- File type: PDF.
- Fine Detail: Off.
- Scan to Email: Off
- Scan to Cloud: Off.



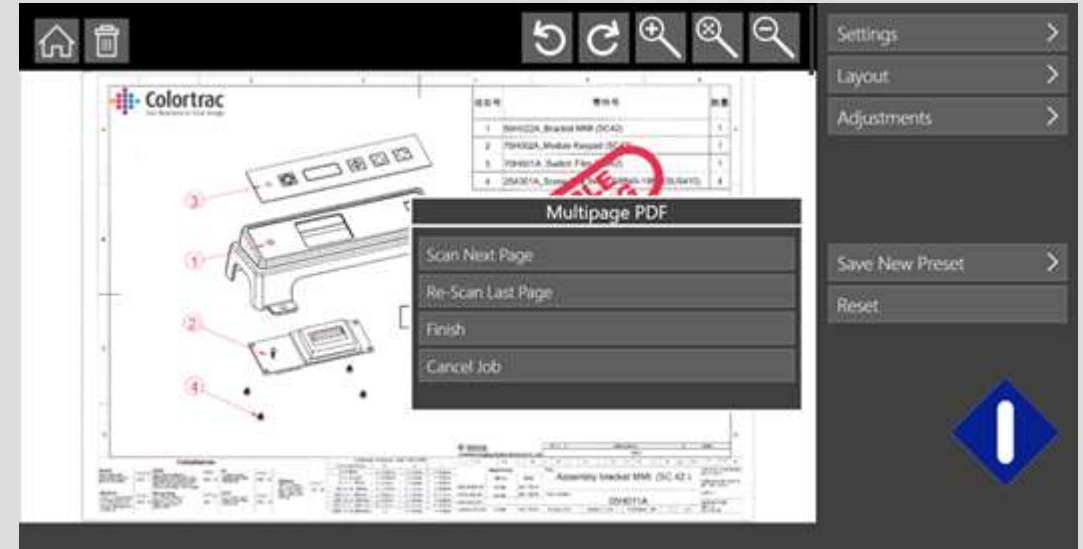
## Batch Mode and Multipage Scans

### Batch Mode with / without Preview

1. Insert a document into the scanner.
2. Press the green button to start the first scan.
3. If Preview is enabled, make image adjustments as required. (Any adjustments are applied to this scan only).
4. Load the next document. The previous scan will be saved/printed with its adjustments and the next scan will start automatically.
5. Only press the Blue button to exit the Batch Scan Mode. Pressing the Blue button will save/print the last document.

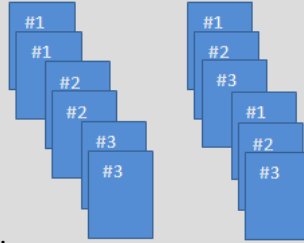
### Multipage Scans

1. Insert the first page into the scanner.
2. Press the green button to start the first scan.
3. If Preview is enabled, make image adjustments as required.
4. Load the next page. The previous scan will be saved with its adjustments and the next scan will start automatically.
5. Only press the Blue button to replace a page, close or cancel the job.
  - a. Scan Next Page (Cancel Blue Button and continue).
  - b. Re-scan last page (Delete last page and replace it with next scan).
  - c. Finish (Close Multipage document).
  - d. Cancel Job (Delete all pages of this Multipage document).



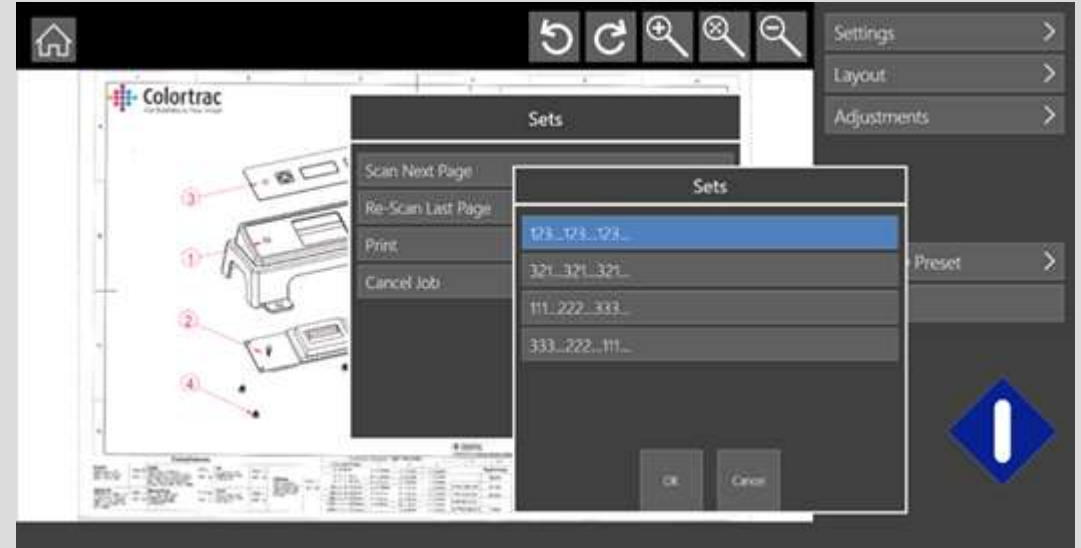
## Copy - Sets

Print a copy of the set of documents in a defined order.



E.g. Sets: Off      Sets: On, 123..., 123...

1. Insert a document into the scanner.
2. Press the green button to start the first scan.
3. If Preview is enabled, make image adjustments as required.
4. Load the next document. The previous scan will be saved with its adjustments and the next scan will start automatically.
5. Only press the Blue button to replace a page, print or cancel the job.
  - a. Scan Next Page (Cancel Blue Button and continue)
  - b. Re-scan last page (Delete last page and replace it with next scan)
  - c. Print the Set, choosing the preferred print order of the pages.
  - d. Cancel Job (Delete all pages of this Set)



## Settings Page

Administrator. Power Users can access only if the appropriate Privileges have been enabled.

Program Preferences

Define the defaults settings of SmartWorks MFP.

Printer Settings

Select the printer and define how frequently to poll the printer for status. Printer status and maintenance.

Scanner Settings

Scanner resolution for Draft, Standard and High (100-1200dpi), Scan Speed, Post Scan document eject option, Auto Media Width, Auto Deskew and maintenance.

File Settings

Default scan folder and compression ratio for JPG/PDF files.

Presets

Create, edit and delete Presets. Import/export User made Presets.

Administrator Only

System Administration

Administrator password, Privileges, User Accounts, File Management, Shared Folder Settings, Email Settings, Accounting, Printer Help, Scanner Settings.  
System Settings: System Update and Recovery, Factory Defaults, Set Date and Time, Time Zone, Network Settings, System Security Update, Remote Management, Key Operator settings, Export System Logs, Export System Settings.



## Settings – Program Preferences

Preferences	Preview: Displays the scanned image to allow adjustment. Batch Mode: The scanner starts automatically each time a new document is loaded.
Units	MM or inches.
Language	Language for SmartWorks MFP.
Software Reset Time	The time with no activity, after which the software will reset to the Program Preferences, log out the current user and put the System Controller to sleep. (The maximum time for Energy Star is 15 minutes). Touch the screen or the power button once to wake.
Functions Displayed	Functions available on the Home Page.
Papers Displayed	Standard paper sizes to use. Define 6 user paper sizes. Set the tolerance used by Auto to Nearest Standard paper sizes. Define the size of the border that Auto Crop will remove from the scan before printing.
Theme	Dark or Light.
Slide Menu	The right side menus on the Function and Settings pages can either slide or snap into place as they transition between sub-menus.



## Settings – Printer Settings

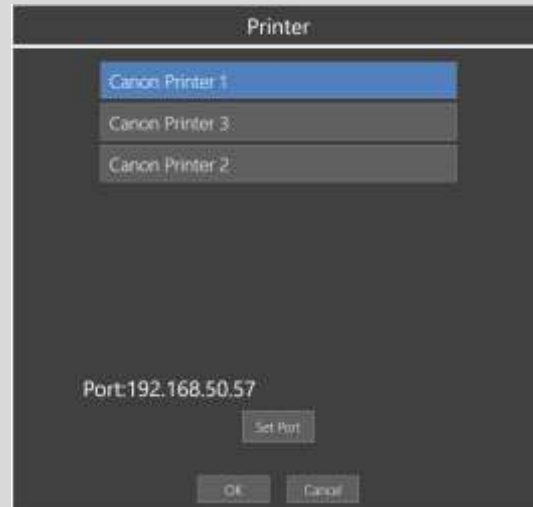
Printer Setup	Change the port or create a new port for a previously installed printer. Select a different previously installed printer.
Install New Printer	Install a new printer. The system will search and communicate with the printer, so the printer must be online.
Remove Printer	Remove an installed printer from the list.
Inks	Show current ink status.
Printer Maintenance	Printer cleaning or to output test prints.
Printer Monitor	Printer Polling: The frequency for the software to communicate with the printer. SmartWorks MFP will regularly communicate with the printer to retrieve status information. If the network prevents such regular activity, set the Printer Monitor to Off. When off, the software only communicates with the printer at Program start, Green button press or pressing the Update button.
Update Local Media Table	When a new Media Information File is loaded into the printer or a new media type added, update the Media Table.
Printer Job Log Password	Enter the printer's administrator password to allow SmartWorks MFP to access the log data on the printer.



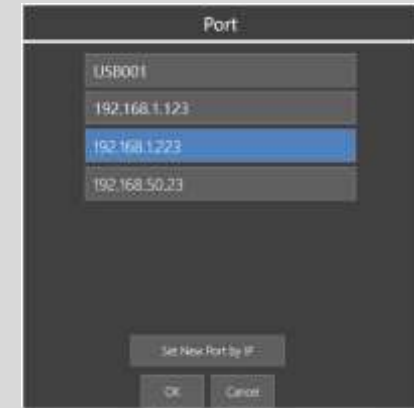
## Settings – Printer Setup

### Printer Setup

1. Select Printer from the list. The current Port is displayed.



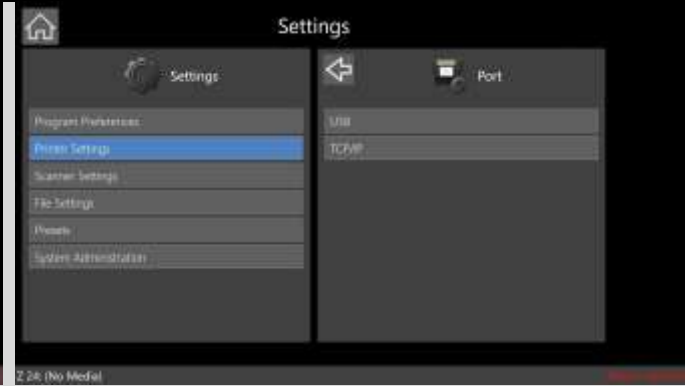
2. To change the printer connection use Set Port.
3. Select the Port or enter an IP address for a new port.



## Settings – Install New Printer

### Install New Printer

1. Select the printer model.
2. Select the port type.



### TCP/IP

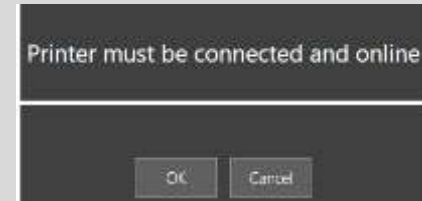
3. Set a New Port by IP address, Printer must be connected and online. Wait for the printer to be detected.



### USB

4. Printer must be connected and online. Wait for the printer to be detected.

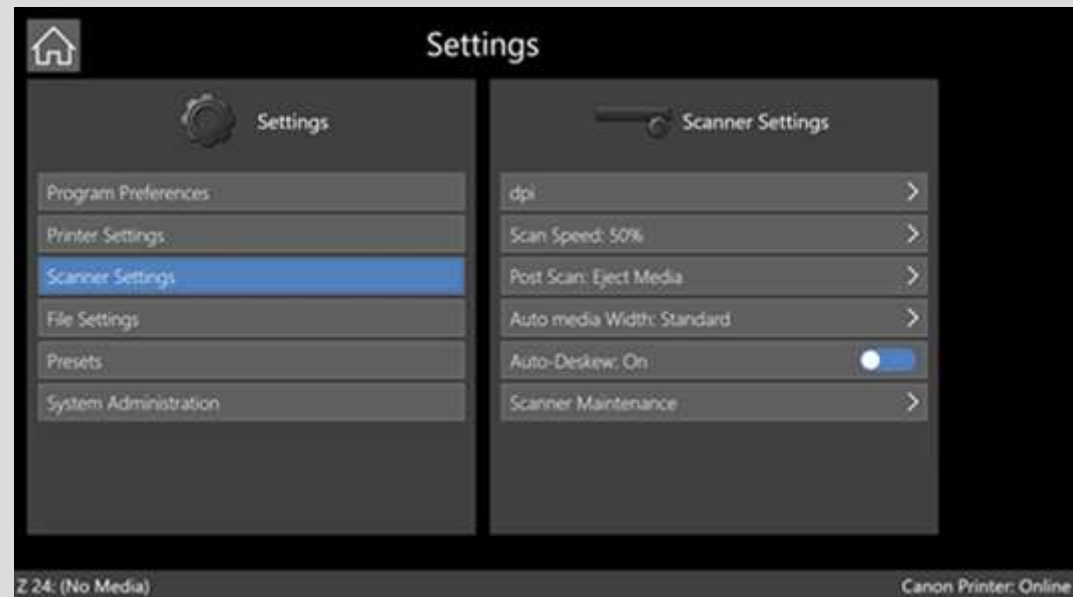
Note: Only 1 USB printer can be installed at a time.



## Settings – Scanner Settings and Maintenance

Note: Menus only available if the scanner is online.

DPI	Set the scanner resolution (Dots per Inch) for the Draft, Standard and High Quality Settings
Scan Speed	Adjust scan speed as follows: 100% = full speed, 50% = 1/2 speed, 33% = 1/3 speed, 25 = ¼ speed. Use slower speeds to scan delicate documents or to prevent Stop/Start scanning in high quality modes.
Post Scan	<p>Set what happens to the document after the scan process has completed.</p> <ul style="list-style-type: none"> <li>Eject Media – The document will exit the rear rollers of the scanner and be free to be removed by the user.</li> <li>Hold Media – The document will be held in the rear roller. To remove, press the Advance Document button on the scanner. The document must be released before starting the next scan.</li> </ul>
Auto media width	<p>Select document auto size mode:</p> <ul style="list-style-type: none"> <li>Standard Mode - uses an Auto media width algorithm inside the scanner and displays the width of the lead edge of the document when loaded.</li> <li>Best Mode - uses a software algorithm AFTER the scan is complete, so does not display the media width. It scans the full width and crops the image afterwards.</li> </ul>
Auto Deskew	Automatically straightens the scanned image. If the document skew is severe, the scan may be clipped. In such cases, reload the document with minimal skew.
Scanner Maintenance	Power save time, Calibration, Firmware level and Engineer menu



## Settings – Scanner Settings and Maintenance

### Scanner Maintenance

**Power save time:** How long with no activity before the scanner enters sleep mode. The default is 15 minutes. (The maximum time for Energy Star is 15 minutes).

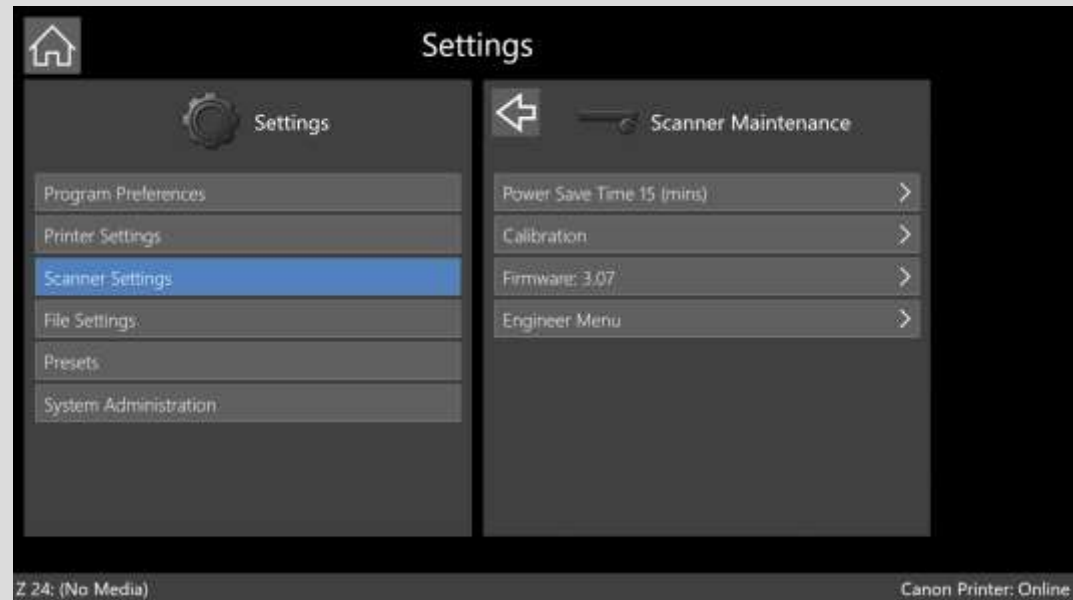
**Calibration:** Calibrate and Auto Stitch using the cardboard target provided.

- Clean the scanner.
- Remove the Document Return Guides.
- Insert the calibration target into the center of the scanner black end first face up. (it must be clean and in good condition)
- The calibration target will feed back and forth for a few minutes.
- Eject the target and keep it in a safe place where it will not be damaged.

**Firmware:** Display firmware version or send firmware to the scanner.

**Engineer Menu**  
(Password required – See service Manual):

- Adjust scanner parameters: Motor Speed, Manual Stitch, Paper Staging.
- Restore scanner parameters from a previously saved set. (Scanner values are saved automatically).



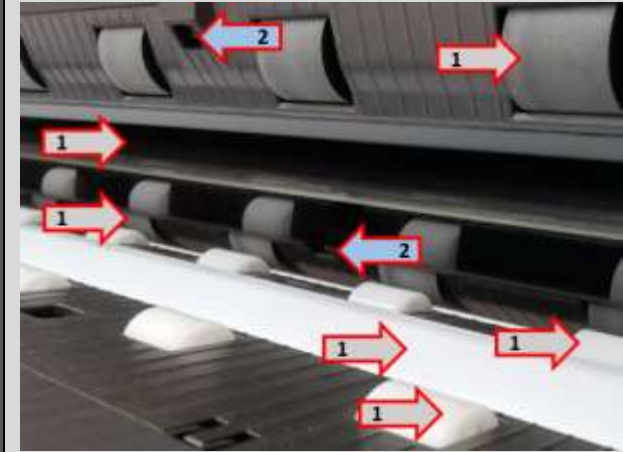
## Scanner Maintenance - Cleaning

### Cleaning the scanner

- (1) Use 99% isopropyl alcohol onto a lint free cloth or an alcohol wipe.
- (2) Lens duster.



- (1) Under the lid
  - The scan glass.
  - The 2 rows of drive wheels. (Pushing on one of the drive rollers will rotate all drive rollers, to clean all sides).
- In the lower chassis
  - The hold-up plate.
  - The 2 rows of pinch wheels. (Rotate the pinch wheels to clean all sides).
- (2) Under the lid
  - The 2 paper sensors.



### Consumables

The following consumable parts and can be purchased from your supplier:

- Scan Glass.
- Hold-Up plate.
- Calibration/Stitch Target
- Document Return Guides/Paper edge guides.

## Scanner Maintenance – Replacing the Scan Glass

1. Open the scanner by lifting both latches at either end of the scanner.
2. Insert a flat screwdriver into the cut-out on the left hand side and prise the glass away.



3. Carefully work all along the glass and pull away and out of the scanner extrusion. Do not pull from one end only, as this will break the glass.



4. Clean the inside of the glass before refitting with a lint free cloth. Make sure not to hold this part of the glass when refitting.



Note: The glass has one locking tab removed from the glass. The removed tab need to be toward the lower chassis of the scanner when refitting.

5. Position the glass so the tabs go into the cut-outs.
6. With the glass central, press into place. Carefully press fit the glass all along the length of the scanner.
7. Clean the outside of the glass and close the scanner.
8. Calibrate the scanner.



## Scanner Maintenance – Replacing the Hold Up Plate

1. Open the scanner by lifting both latches at either end of the scanner.
2. Using your fingertips, working along the length of the scanner, gently pull the Hold Up Plate away from the spring brackets.
3. Carefully lift the Paper Hold Up Plate out of the scanner.



4. On the new Hold Up Plate, peel off the backing tape of the attachment tape.



5. Line up the Hold Up Plate, with the attachment tape towards the top, into the gap next to the spring brackets.



6. Press down all along the Hold Up Plate to stick firmly to the spring brackets.
7. Clean the Hold Up Plate and close the scanner.
8. Calibrate the scanner.



## Settings – File Settings

Scan to Folder (Default)  
Administrator only

Default scan folder. The factory set Default Scan Folder is D:\MFP\scan, but it can be set to a subfolder or to a network/FTP server.

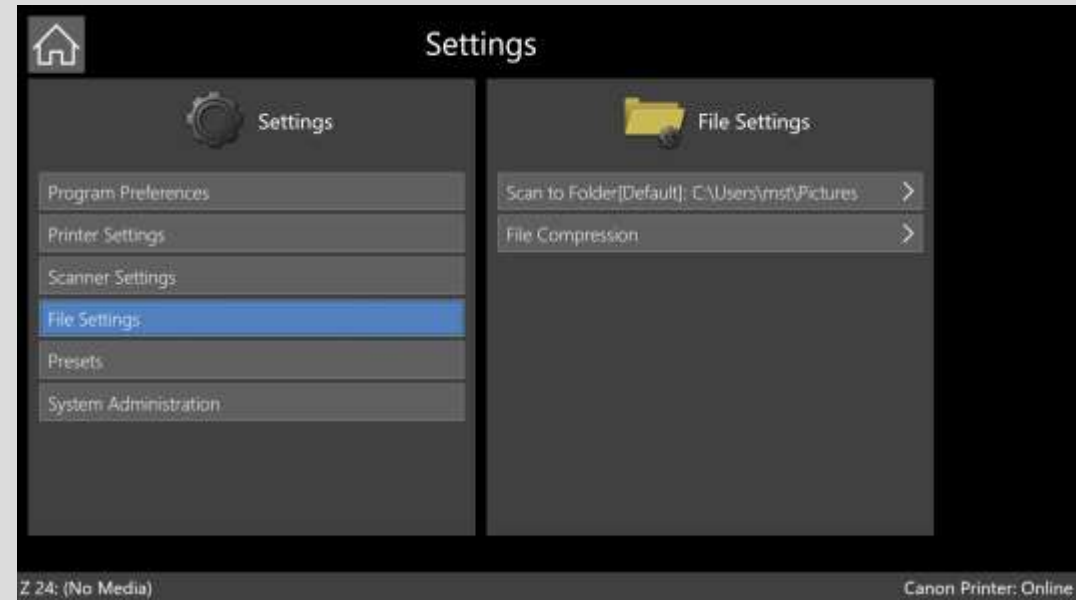
File Compression

File Compression for JPG and PDF color/grayscale files can be set at different levels for each Quality Mode. A lower percentage produces a smaller file size, but the image quality is lower.

### Note: Scan Folder Priority

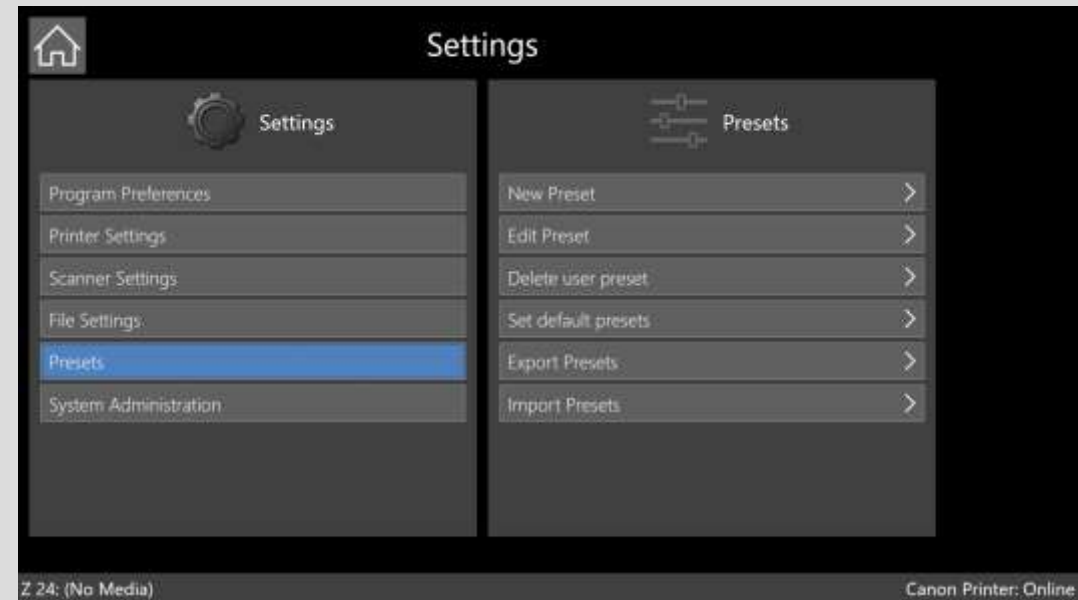
The scan folder used is defined by the following priority list, with highest priority first.

1. User's Scan Folder if enabled by the Administrator in User Accounts.
2. Default scan folder.
3. The local Pictures folder. (In case the Default Scan Folder is not accessible).



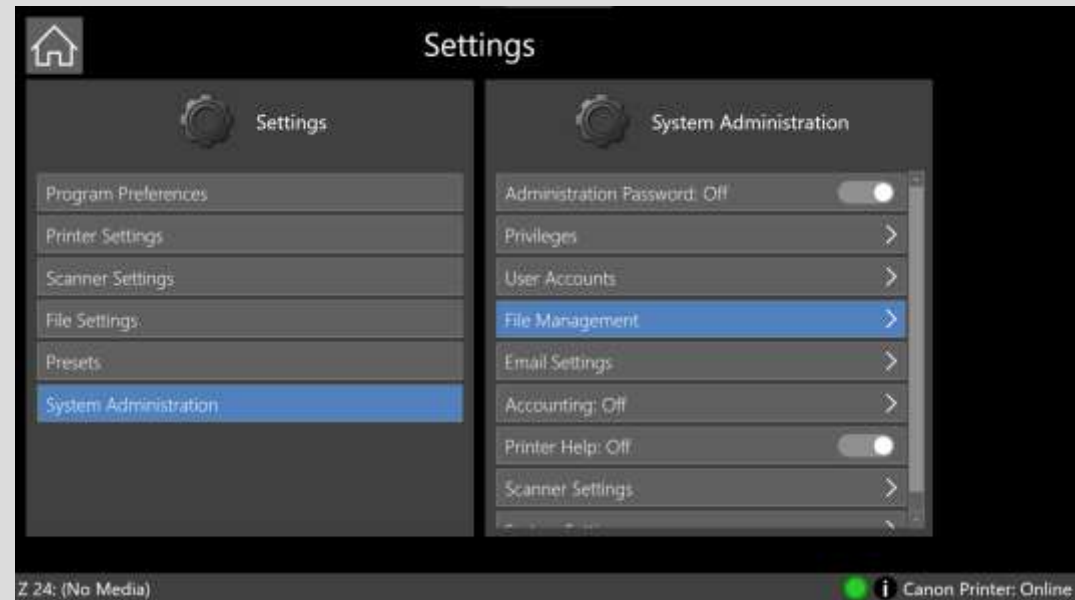
## Settings – Presets

New Preset	<ol style="list-style-type: none"> <li>1. Choose the type of Presets you would like to create.</li> <li>2. Choose a Preset as your starting point and give it a new name (20 characters max).</li> <li>3. Set Favourite (On = it is displayed at the top of the list).</li> <li>4. Set the Display on to see it listed on the Function pages.</li> <li>5. Set User/Global (Visible by the current User only or by all Users).</li> <li>6. Define the Settings: Quality, Copy, Scan, and Filter.</li> </ol>
Edit Preset	<ol style="list-style-type: none"> <li>1. Choose the type of Presets you would like to edit.</li> <li>2. Choose a Preset to edit.</li> <li>3. Set Favourite (On = it is displayed at the top of the list).</li> <li>4. Set the Display on to see it listed on the Function pages.</li> <li>5. Set User/Global (Visible by the current User only or by all Users).</li> <li>6. If a User made Preset, edit the Settings: Quality, Copy, Scan, and Filter.</li> </ol>
Delete User Preset	<p>You can only delete User made Presets.</p> <ol style="list-style-type: none"> <li>1. Choose the type of Presets you would like to delete.</li> <li>2. Choose a Preset to delete.</li> </ol>
Set Default preset	Default Preset per function.
Export /Import Presets	Import/Export User made Presets.



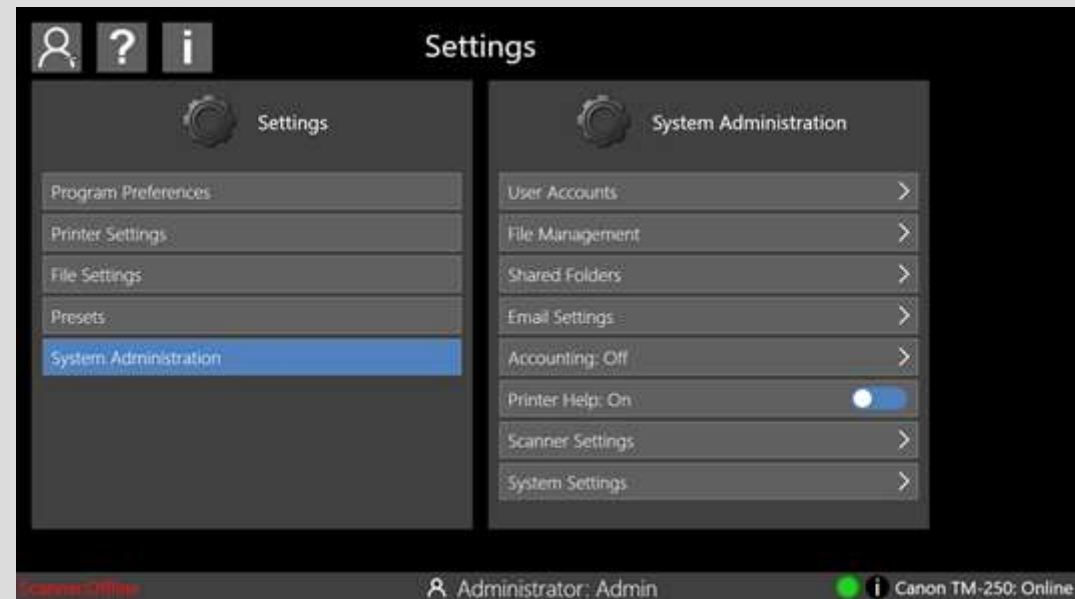
## Settings – System Administration (Administrator only, User accounts Off)

Administration Password	Create a local SmartWorks MFP Administrator username and password to restrict access to the System Administration Settings. Only available when User Accounts are off. Do not lose the Administrator's details or you will not be able to access system.
Privileges	Menu only available when User Accounts are disabled. The Administrator defines what features can be accessed by users.
User Accounts	Enable either local User Accounts or Active Directory User Accounts.
File Management	Delete scan files on the System Controller or copy these scan files to a USB stick.
Email Settings	Configure email
Accounting	When enabled, the user will be prompted to enter up to 7 fields of free text depending on the printer model. Select the fields to be used.
Printer Help	Enable access to the online Printer Web Help or Printer Web UI.
Scanner Settings	View & Export scanner values. (Scanner values are saved automatically. This menu is always available even if the scanner is not connected). Please refer to the Service Manual.
System Settings	System Update/Recovery, Factory Defaults, Set Date & Time, Time Zone, Network Settings, System Security Update, Remote Management, Export system logs.



## Settings – System Administration (Administrator only, User accounts On)

User Accounts	Enable either local User Accounts or Active Directory User Accounts.
File Management	Delete scan files on the System Controller or copy these scan files to a USB stick.
Shared Folders	Shared folders can be created then shared by selected users.
Email Settings	Configure email account.
Accounting	When enabled, the user will be prompted to enter up to 7 fields of free text depending on the printer model. Select the fields to be used.
Printer Help	Enable access to the online Printer Web Help or Printer Web UI.
Scanner Settings	View & Export scanner values. (Scanner values are saved automatically. This menu is always available even if the scanner is not connected). Please refer to the Service Manual.
System Settings	System Update/Recovery, Factory Defaults, Set Date & Time, Time Zone, Network Settings, System Security Update, Remote Management, Export system logs.



## Settings – User Accounts (Administrator only)

User Accounts	On/ <b>Off</b> . When enabled for the first time, create a local SmartWorks Administrator username and password. The Administrator is always a local account to SmartWorks MFP and can only access the Settings pages. Do not lose the Administrator's details or you will not be able to access system.
User Accounts	
Local Users	Users Accounts internal to SmartWorks MFP only.
Active Directory	User Accounts from an Active Directory server will be used together with their associated Home Folder and email address.
Edit User	Edit Username, Password, Level (Power User or User), User's Scan Folder On/Off, User's Scan Folder path. It is only possible to edit an Active Directory user AFTER they have logged onto the system controller. Set User Level, or Scan Folder. (No changes are made to the Active Directory server).
Add User *	Set Username, Password, Level (Power User or User), User's Scan Folder On/Off, User's Scan Folder path, Allow folder sharing.
Delete a User*	Select a user to delete. (No changes are made to the Active Directory server).
Privileges	Set Privileges for user and power user accounts.
	*Local user accounts only, not Active users.



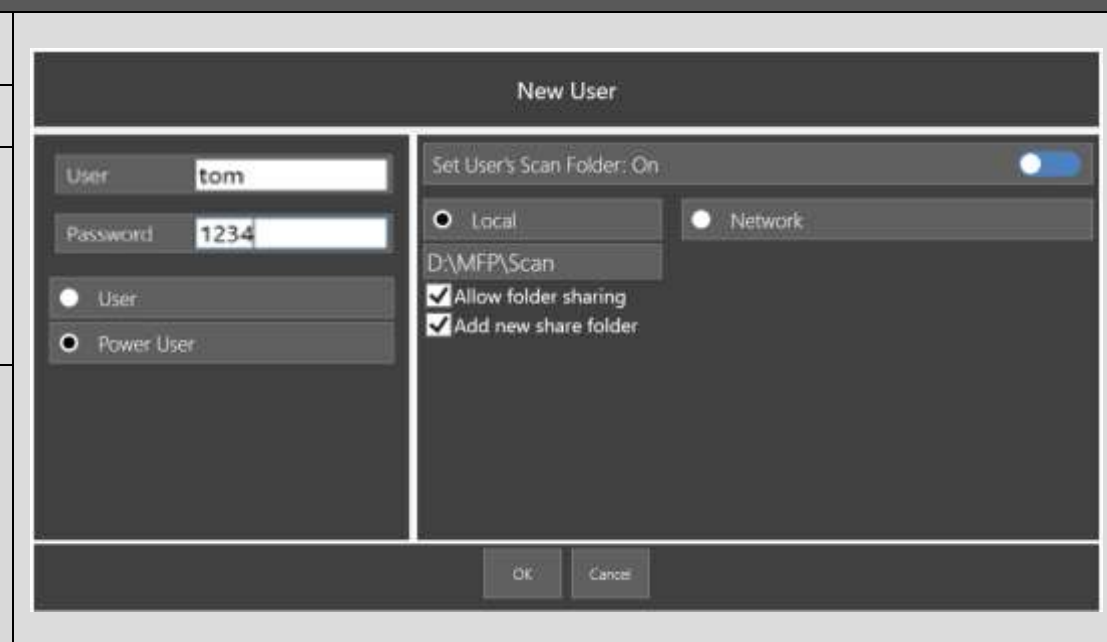
## Settings – User Accounts (Administrator only)

Export Users*	Local user accounts can be exported to a USB stick to import into other system controllers or for backup.
Import Users*	Local user accounts can be imported from a USB stick.
Usage Logs	Usage logs can be exported as a CSV file containing Scanning, Printing and usage data.
	*Local user accounts only, not Active users.



## Settings – System Administration – User Accounts -: Edit Local User (Administrator only)

User	MFP Users Account information
Password	The username cannot include these characters > < ~ @   ? ! " \$ % & , . ? / * : / \ \
User Level	Power User or User. (See User Privileges)
User's Scan Folder	<p>When on, this Scan Folder will be used in preference to the Scan Folder in a Preset for that User.</p> <ul style="list-style-type: none"> <li>• Local - Browse to select local folder             <ul style="list-style-type: none"> <li>○ Allow folder sharing</li> <li>○ Add new share folder</li> </ul> </li> </ul>



## Settings – System Administration – User Accounts -: Edit Local User (Administrator only)

User's Scan Folder

- Network
  - Type = Server, FTP or FTP (SSL)
  - Server path (e.g. \\Server\folder\)
  - Subfolder
  - User (Network username)
  - Password (Network password)
  - Domain

Test Network Connection to ensure credentials are correct.

Note: Some FTP servers will not allow files to be saved in the root directory, only sub folders.

**Edit User**

User: tom

Password: 1234

User

Power User

Set User's Scan Folder: On

Local

Network

Type: Server

Server: \\192.168.1.226\

Subfolder: scanshare

User: test

Password: ••••

Domain: mydomain

OK Cancel Test Network Connection

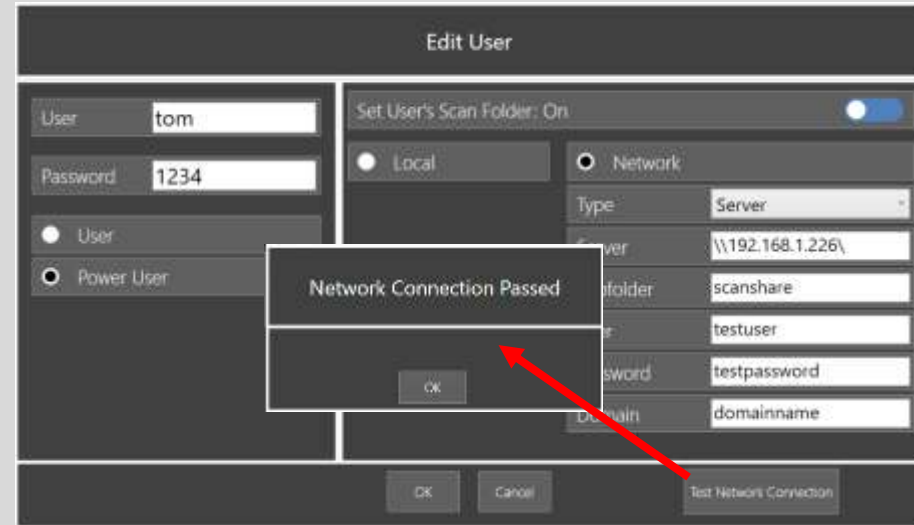
## Scan Folder – Scan to a network folder

Scan to a shared folder on the network

On a network connected PC, share a folder with write access.

On the System Controller, set the SmartWorks MFP User's Scan Folder to this shared network folder.

1. Log in as Administrator and add a user with a username and password of your choice.
2. Enable the User's Scan folder and select Network. Enter the details of the networked PC's address including any subfolders. E.g. \\192.168.1.226\scanshare Enter the username, password and Domain (if applicable) for the network PC. If configured correctly the "Test Network Connection" button will pass.
3. This SmartWorks MFP user will now always scan to this location.



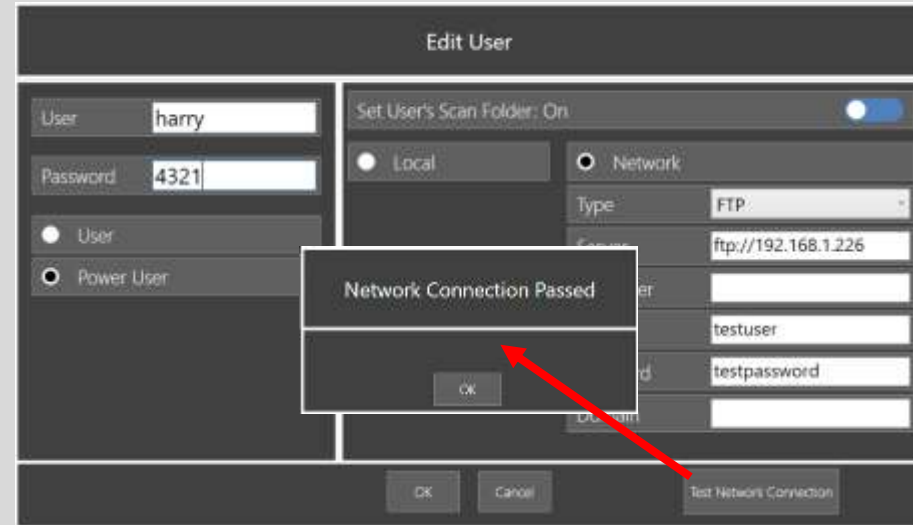
## Scan Folder – Scan to a network FTP server

### Scan to FTP server

On a network connected PC, configure an FTP server.

On the System Controller, set the SmartWorks MFP User's Scan Folder to this shared network folder.

1. Log in as Administrator and add a user with a username and password of your choice.
2. Enable the User's Scan folder and select Network. Enter the details of the FTP server's address. E.g. ftp://192.168.1.226  
Enter the username, password and Domain (if applicable) for the network PC. If configured correctly the "Test Network Connection" button will pass.
3. This SmartWorks MFP user will now always scan to this location.



## Scan Folder – Scan to a local folder and access via HTTP

Scan to a local folder on the system controller and access via HTTP.

SmartWorks MFP v6 has the Default Scan folder set to a local folder “D:\MFP\scan” on the system controller, where “scan” is in the selected language. It is possible to make sub directories. The scan files can be accessed using the HTTP protocol in one of the following 3 ways from a network connected PC using a username/password (contact the local system administrator). If the system controller is asleep, accessing it will wake it up.

The HTTP address of the system controller is “http://ZSysController/scan” or “http://IPaddress/scan” where “IPaddress” is the IP address of the system controller. **E.g.** <http://192.168.1.106/scan>

Note: HTTP access to the system controller can be disabled

### 1. Internet browser

On a network connected PC, enter the HTTP address of the system controller in the address bar of your internet browser.

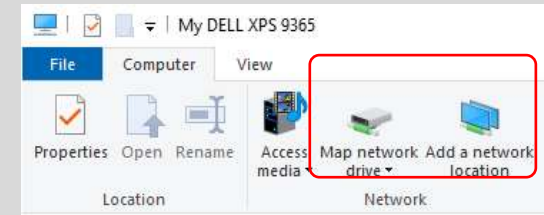
Or, on a network connected PC, open file explorer, browse “My Computer” and select the Computer tab:

### 2. Map Network Drive

Click “Map network drive”. Enter the http address of the system controller. This will provide a mapped drive in Windows explorer.

### 3. Add a Network Location

Click “Add a network location”. Enter the http address of the system controller. This will provide a connection in Windows explorer that you can open as any other folder.



## Settings – System Administration – User Accounts -: Edit Active Directory User (Administrator only)

User Level	Power User or User. By default the user level will be set to User for Active Directory users. (See User Privileges)
User's Scan Folder	<p>By default this Scan Folder will be set to the user's Home Folder as set by the Active Directory server, but it can be changed as required.</p> <ul style="list-style-type: none"><li>• Local - Browse to select local folder</li><li>• Network<ul style="list-style-type: none"><li>○ Type = Server, FTP or FTP (SSL)</li><li>○ Server path (e.g. \\Server\folder\)</li><li>○ Subfolder</li><li>○ User (Network username)</li><li>○ Password (Network password)</li><li>○ Domain</li></ul></li></ul> <p>Test Network Connection to ensure credentials are correct.</p>

Note: Some FTP servers will not allow files to be saved in the root directory, only sub folders.

The screenshot shows the 'Edit User' dialog box. The user name is 'mst@globalscan'. The 'User' radio button is selected. The 'Set User's Scan Folder: On' toggle is turned on. The 'Local' radio button is selected. The 'Type' dropdown is set to 'Server'. The 'Server' field is empty. The 'Subfolder' field contains '\\int.globalscanning.com'. The 'User' field contains 'mst@globalscanning.co'. The 'Password' field is masked with dots. The 'Domain' field contains 'int.globalscanning.com'. The 'OK', 'Cancel', and 'Test Network Connection' buttons are visible at the bottom.

## Settings – System Administration – User Accounts - Privileges (Administrator only)

	The Administrator defines what features can be accessed by the Power Users and Users.	Power User	User
Allow Saving of Presets	Ability to save the new settings as a new Preset on exit from a function page, or using Save Preset on the Preview Page.	On / Off	On / Off
Allow Folder Selection	Ability to change Scan folder destination.	On / Off	On / Off
Allow Network Folder Selection	Ability to change network Scan folder destination.	On / Off	On / Off
Allow Change Filename	Ability to edit the scan file name.	On / Off	On / Off
Auto detection of USB stick	Ability to use USB sticks.	On / Off	On / Off
Allow Scan to Email	Ability to Scan to emails.	On / Off	On / Off
Allow DropBox Cloud Access	Allow access to DropBox login.	On / Off	On / Off
Allow Box Cloud Access	Allow access to Box login.	On / Off	On / Off
Allow Scan to Cloud	Ability to Scan to the cloud.	On / Off	On / Off
Allow Print from Cloud	Ability to Print from cloud.	On / Off	On / Off
Allow access to Program Preferences	If set to Off, these Settings menus will not be accessible. Power Users only - Not an option for User.	On / Off	
Allow access to Printer Settings		On / Off	
Allow access to Scanner Settings		On / Off	
Allow access to File Settings		On / Off	
Allow access to Preset Settings		On / Off	

## Settings – System Administration – User Accounts - Usage Logs (Administrator only)

Usage Log

Select User(s) and time span, then Export to a USB stick or Email the CSV file.

Email Usage Log

To configure the email address:  
Enter the SMTP server, Port number and Domain of the email server and the email address and password you wish to use. Enable SSL if required.  
The system can be set to send the email with the CSV file automatically either Daily, Weekly or Monthly.

Notes:

- SmartWorks MFP makes use of a remote email service. If the Email settings are incorrect, or SmartWorks MFP is blocked on the email server, an email failure error message will be displayed.
- Email services may require the settings to be changed to allow SmartWorks MFP to access the email server.  
E.g. Enable “2-Step Verification” and create an “App password” to use in SmartWorks MFP.

The screenshot shows the 'Usage Log' configuration page. At the top, there is a title 'Usage Log'. Below it, there is a dropdown menu for 'User' set to 'All Users'. Underneath, there is a dropdown for 'Time Span' set to 'Today'. Below that, the 'Start Date' and 'End Date' are both set to '06-02-24 (Day/Month/Year)'. There are two buttons: 'Export' and 'Email'. Below these is a link for 'Email Settings...'. At the bottom, there is a toggle switch for 'Automatically Send Emails: Off' which is currently turned off. Below the toggle is a dropdown for 'Frequency' set to 'Daily'.

## Settings – System Administration – User Accounts - Usage Log Files (Administrator only)

The CSV file includes:

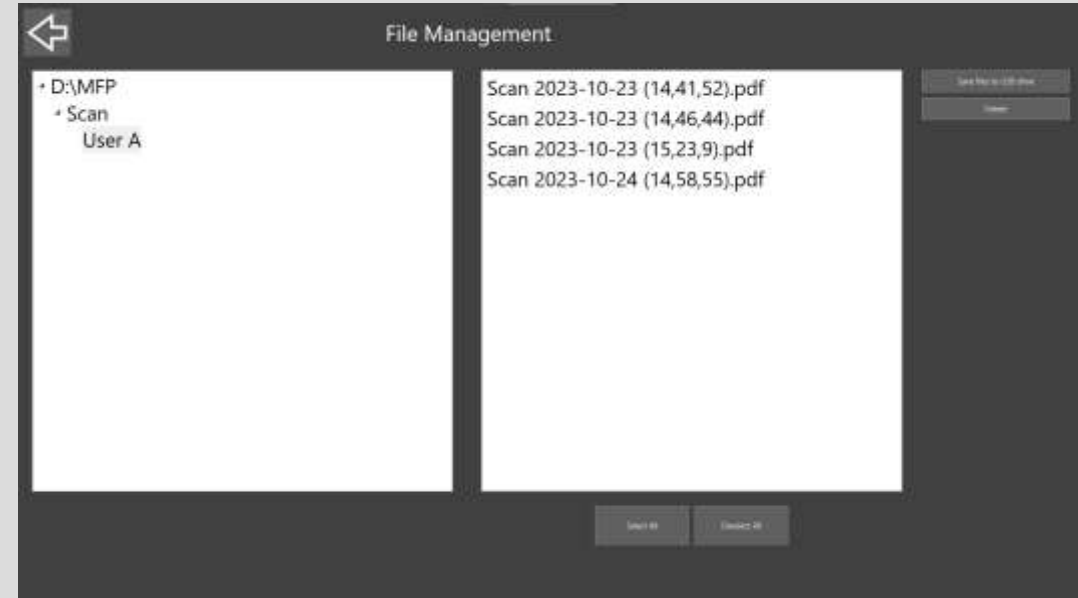
1. SmartWorks MFP Job number. A copy has 2 entries per job number. One for the scan and one for the print.
  2. User: Local or AD username.
  3. Function: Print jobs that did not go via SmartWorks MFP6.1 (I.e. direct to the printer) are listed as “External”. Jobs from SmartWorks MFP6.0 or lower will be marked as “External”.
  4. From & To Email addresses for Scan to Email.
  5. Folder where a scan was saved.
  6. Accounting Fields (not shown) are empty if not used.
  7. Printer Log Information (not shown) retrieved from the printer, such as ink usage.
- Note: Printers without hard-drives store only the last 10 jobs. The log file is updated periodically, so some printer information can be missed. The interval is set in **Settings-Printer Settings-Printer Monitor-Printer Polling**. If printer polling is off, then the Job Log is only updated when the printer is first active in a SmartWorks MFP6.1 session.

(1)	(2)	(3)	(4)	(5)							
Job Num	Date	Time	User	Function	From	To	File	Scan to F	File Type	System M	Preset
12	25/05/2022	10:59:14	b	Scan			Scan 202: C:\Users\	PDF	D481D74: Custom		
13	25/05/2022	11:04:23	b	Scan			Scan 202: C:\Users\	PDF	D481D74: Custom		
14	26/05/2022	14:13:05	b	Scan			Scan 202: C:\Users\	PDF	D481D74: Custom		
14	26/05/2022	14:13:19	b	Sent To E	mkstockv	m.stockw	Scan 202: C:\Users\mst\Pictu		D481D741A20C		
15	26/05/2022	14:50:21	a	Scan			Scan 202: C:\Users\	PDF	D481D74: Custom		
15	26/05/2022	14:51:02	a	Sent To E	mkstockv	m_stockv	Scan 202: C:\Users\mst\Pictu		D481D741A20C		
0	31/05/2022	10:24:32		External							
0	31/05/2022	10:35:37		External							
0	31/05/2022	10:52:25		External							
0	01/06/2022	12:02:48		External							
0	01/06/2022	15:16:51		External							
16	20/06/2022	15:50:18	mst@glo	Scan			Scan 202: \\int.glo\	PDF	D481D74: Color Gra		
17	21/06/2022	09:29:08	mst@glo	Scan			Scan 202: \\int.glo\	PDF	D481D74: Color Gra		
18	21/06/2022	11:35:00	mst@glo	Scan			Scan 202: \\int.glo\	PDF	D481D74: Color Gra		
19	21/06/2022	11:47:01	mst@glo	Copy					D481D74: Color Gra		
19	21/06/2022	11:47:07	mst@glo	Sent To Printer					D481D74: Color Gra		
20	21/06/2022	11:47:25	mst@glo	Scan			Scan 202: \\int.glo\	PDF	D481D74: Custom		
20	21/06/2022	11:49:18	mst@glo	Sent To E	mkstockv	m.stockw	Scan 202: \\int.global\scanni		D481D741A20C		
21	21/06/2022	11:49:49	mst@glo	Scan			Scan 202: \\int.glo\	PDF	D481D74: Custom		

Exported CSV Log File contents

## Settings – System Administration - File Management (Administrator only)

Select All Deselect All	Select scan files on the System Controller.
Save files to USB drive	Save copies of the selected file(s) to a USB drive.
Delete	Delete the selected scan file(s) from the System Controller.



# Settings – System Administration - Shared Folders (Administrator only)

Shared Folders on the System Controllers internal drive can be Enabled or Disabled.

Enable System Discovery  
Enable/Disable Network Discovery of the System Controller.

Manage Shared Folders

Shared Folders can be created and removed, each shared folder can have access permissions set per users.



## Settings – System Administration - Shared Folders (Administrator only)

Users Allowed to Share Folders

Define Which Users have permission to share folders.



Users currently sharing folders

Display which Users have permission to share folders.

HTTP File access

Enable or disable access to shared folders over HTTP

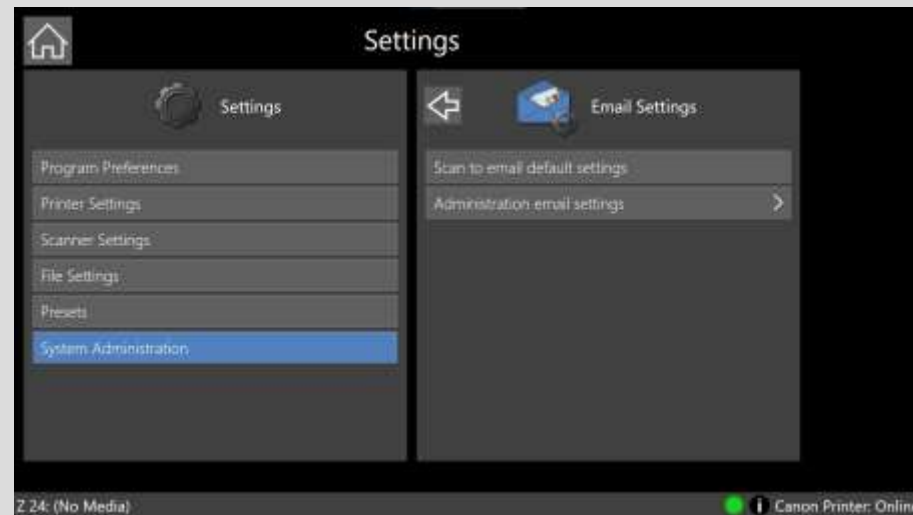
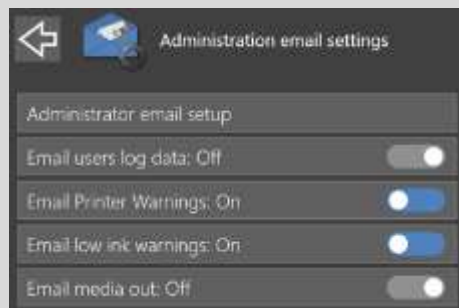
## Settings – System Administration - Email Settings (Administrator only)

Scan to mail default settings

Configure the default email settings for Scan to Email. The settings are dependent on whether User Accounts are on or off. (See next pages)

Administration email settings

Configure the email address of the Administrator.  
Select whether the System Controller should send email to the Administrator:  
Send an email with the system's log data at regular intervals.  
Send an email when the printer has a warning message.  
Send an email when the printer has a low ink warning.  
Send an email when the printer has a media out warning.



## Settings – System Administration - Email Settings (User Accounts = Off) (Administrator only)

Simple Mail Transfer Protocol (SMTP)	Enter the SMTP server, Port number and Domain of the email server you wish to use. (E.g. request a new email address from your local network administrator and request that SmartWorks MFP is allowed access to the SMTP server). Use SSL: If enabled, email secure SSL certificates protect and authenticate the email.
Message Settings	Enter the default Email Subject and message body content. Max Attachment Size: Automatically reduce the size of TIFF, PDF and JPG file attachment to below a defined size (Default = 10MB). The size of the file stored on disk is unchanged. It does not support MPDF or DWF.
SMTP Default Logon Information	Email Address, User (see notes) and Password of sender. If the Keep Password is not ticked, you will be prompted to enter the password each time you Scan to Email.

**Notes:**

- SmartWorks MFP makes use of a remote email service. If the Email settings are incorrect, or SmartWorks MFP is blocked on the email server, an email failure error message will be displayed.
- Only enter "User" when supported/needed by the email server.
- Email services may require the settings to be changed to allow SmartWorks MFP to access the email server. E.g. Enable "2-Step Verification" and create an "App password" to use in SmartWorks MFP.

### Email Settings

**Simple Mail Transfer Protocol (SMTP)**

SMTP Server

Port Number

Domain

Use SSL

**Message Settings**

Subject

Message Body

Max Attachment Size (MB)

Auto Reduce Attachment Size

**SMTP Default Login Information**

Use Single E-Mail Address for users

Email Address

User

Password

Keep Password

## Settings – System Administration - Email Settings (User Accounts = On) (Administrator only)

Simple Mail Transfer Protocol (SMTP)	Enter the SMTP server, Port number and Domain of the email server you wish to use. (E.g. request a new email address from your local network administrator and request that SmartWorks MFP is allowed access to the SMTP server). Use SSL: If enabled, email secure SSL certificates protect and authenticate the email.
Message Settings	Enter the default Email Subject and message body content. Max Attachment Size: Automatically reduce the size of TIFF, PDF and JPG file attachment to below a defined size (Default = 10MB). The size of the file stored on disk is unchanged. It does not support MPDF or DWF.
SMTP Default Logon Information	If using Active Directory, the sender's email address will be retrieved from the AD server. If required, enter a single sender's email address for all users and set whether it is fixed or can be edited by Power Users and/or Users. If the Keep Password is not ticked, you will be prompted to enter the password each time you Scan to Email.

- Notes:
- SmartWorks MFP makes use of a remote email service. If the Email settings are incorrect, or SmartWorks MFP is blocked on the email server, an email failure error message will be displayed.
  - Only enter "User" when supported/needed by the email server.
  - Email services may require the settings to be changed to allow SmartWorks MFP to access the email server. E.g. Enable "2-Step Verification" and create an "App password" to use in SmartWorks MFP.

**Email Settings**

**Simple Mail Transfer Protocol (SMTP)**

SMTP Server:

Port Number:

Domain:

Use SSL

**Message Settings**

Subject:

Message Body:

Max Attachment Size (MB):

Auto Reduce Attachment Size:

**SMTP Default Login Information**

Use Single E-Mail Address for users

Email Address:

User:

Use for Users     Use for Power Users

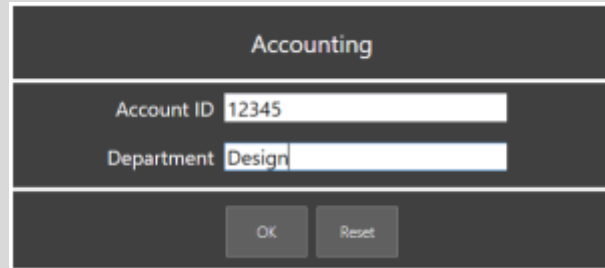
Password:

Keep Password

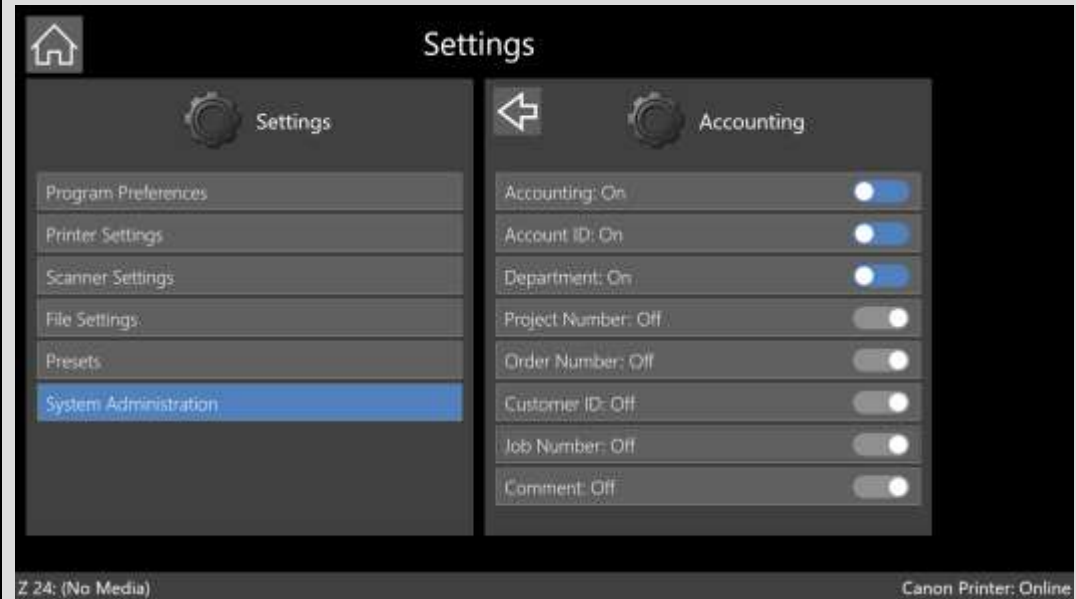
## Settings – System Administration - Accounting (Administrator only)

If enabled, choose up to 7 accounting fields. The content of these fields will be stored in the job log. It is also sent to the printer, but the number of fields stored is printer model dependent. If the printer can only store 2 fields, only the top 2 fields are sent (Account ID and Department).

When enabled, the user will be prompted to enter text after pressing the green button, before the job starts. The previously used content will be remembered, but can be Reset to clear all fields. The fields can be left blank.



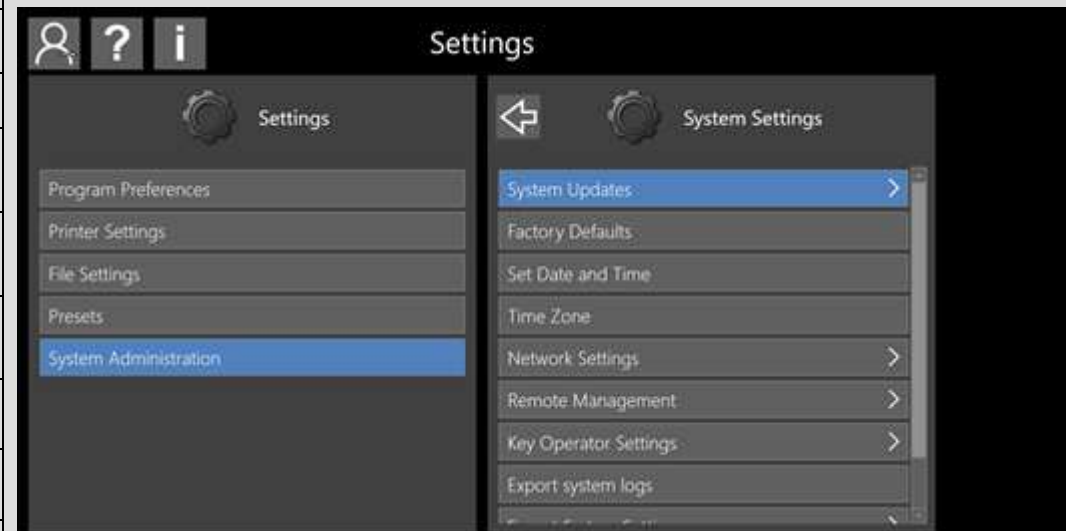
The screenshot shows a dialog box titled "Accounting". It contains two input fields: "Account ID" with the value "12345" and "Department" with the value "Design". At the bottom, there are two buttons: "OK" and "Reset".



Accounting

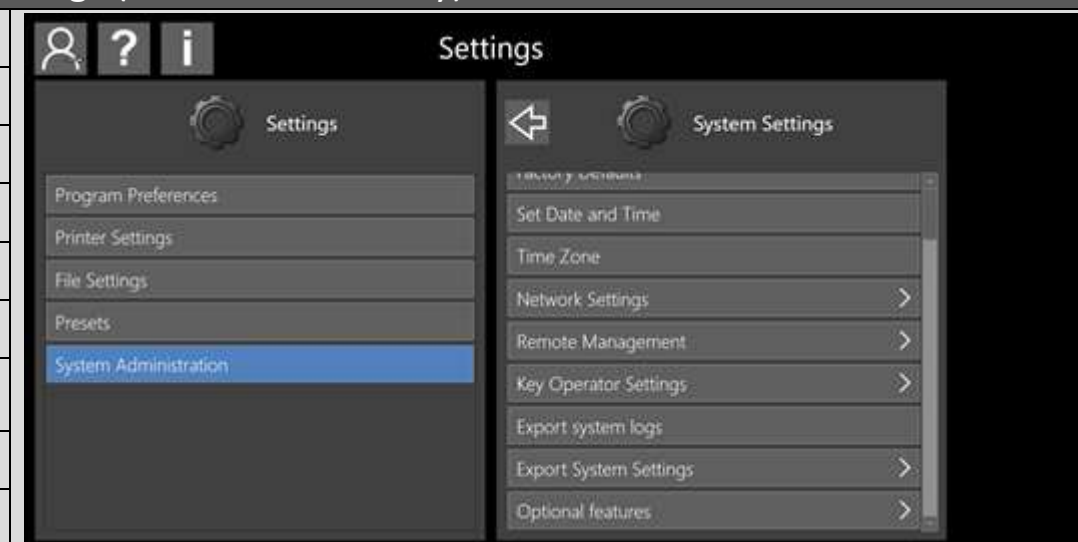
## Settings – System Administration – System Settings (Administrator only)

System Updates	System and Security Updates can be manually applied or set to automaticall download in the background.
Factory Defaults	
Reset All	Reset all user data.
Delete All Users	Delete all users from the System Controller.
Delete All User Presets	Delete all users presets from the System Controller.
Delete All Logs	Delete all logs from the System Controller.
Set Date and Time	Set the Date and Time of the System Controller.
Time Zone	Select the Time Zone of the System Controller.
Network Settings	System IP: Obtain IP Address automatically (DHCP) or set manually. Computer Name (Not available if the system controller is a member of a Domain). Join a Domain. Remove from a Domain.



## Settings – System Administration – System Settings (Administrator only)

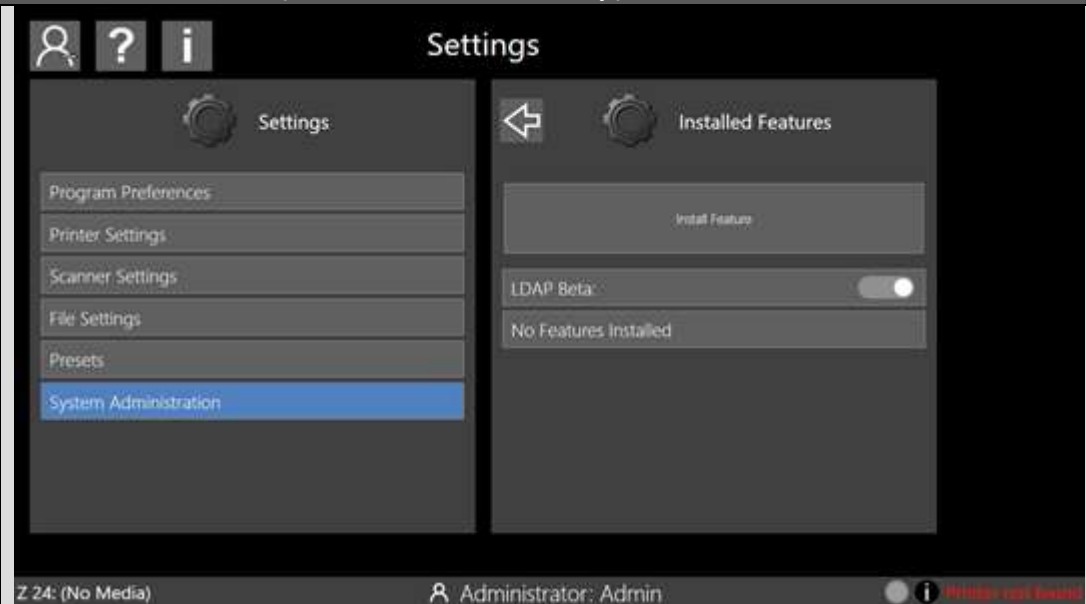
Remote Management	Turn on Remote Management access.
Key Operator Settings	Enter Key Operator details (Name, Phone, Email, System Identifier, System Location).
Export System Logs	Export system logs to USB stick to assist with support issues.
Export System Settings	
Export User	Export all User data to USB stick.
Export Presets	Export all User Presets to USB stick.
Export Program Settings	Export all Program Settings to USB stick.
Export all settings.	Export all settings (User, Presets and Program Settings) to USB stick.
Optional features	Display Optional features. *additional purchase may be required.



# Settings – System Administration - System Settings – Optional Features (Administrator only)

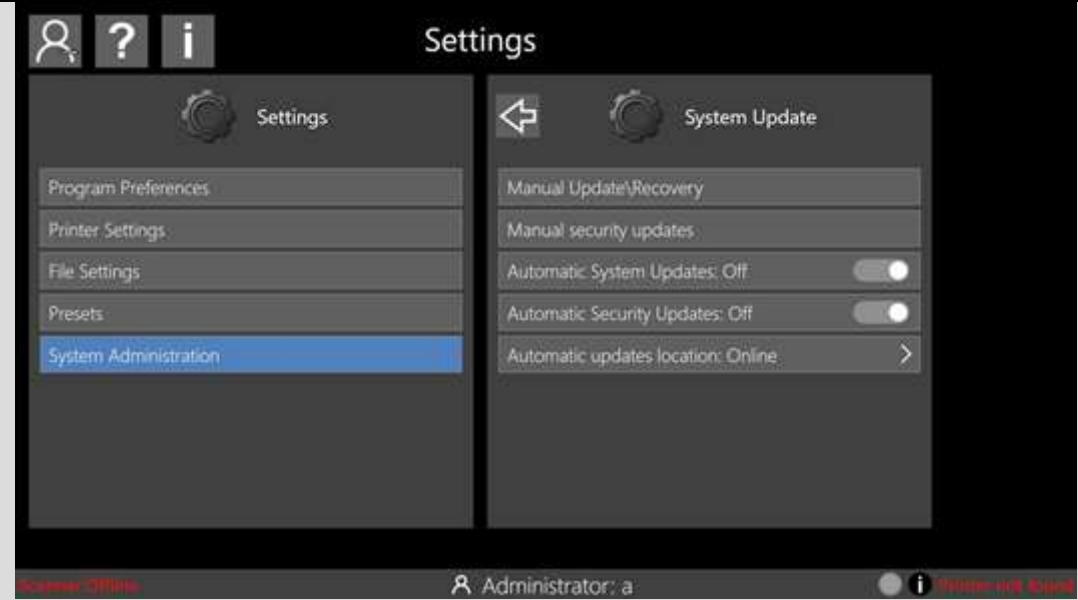
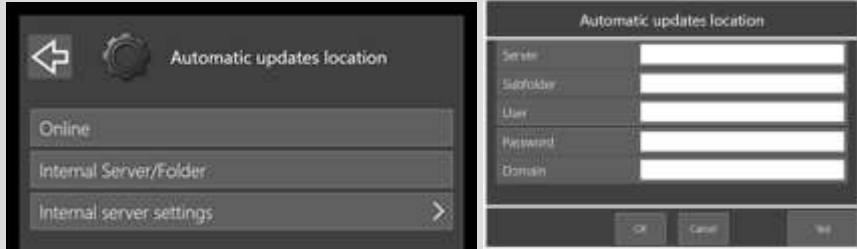
Install Feature

Press Install feature and follow the instructions on the monitor


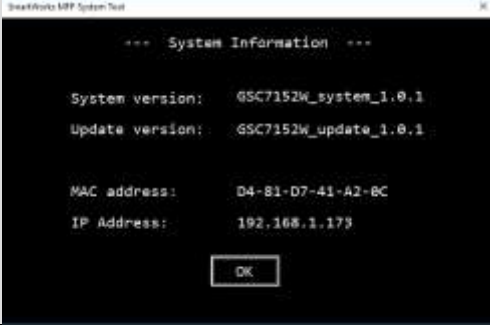
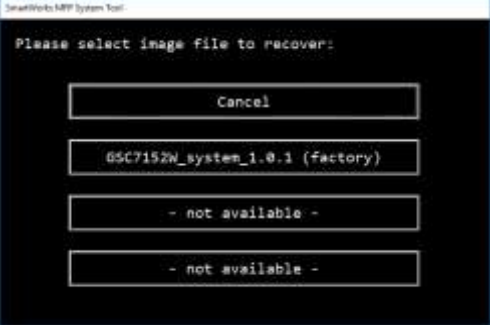
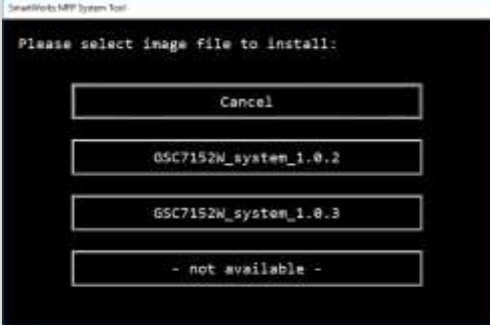


## Settings – System Administration - System Settings – System Updates (Administrator only)

Manual Update/Recovery	Reboot the System Controller into Manual Update/Recovery.
Manual security Updates	Manually Install a Security update from the update file on USB stick.
Automatic System Updates	Enable Automatic System Updates where new system images will download in the background during normal operation. (When available)
Automatic Security Updates	Enable Automatic Security Updates where the latest security update will download in the background during normal operation.
Automatic updates location	Select the location for automatic updates: Online or Internal Server/Folder



## Settings - Manual Update/Recovery

System Update Mode		
Cancel	Returns to Normal System operation.	
System Information	Current System Information will be displayed	
System Recovery	Select the image you want to recover.	
System Update	Download the new image file and unzip it onto a USB stick. E.g. The USB stick should contain "GSC7152W_system_1.1.8.cif". Insert a USB stick containing the new image file. Select the image you want to install.	

Continued

## Settings - Manual Update/Recovery

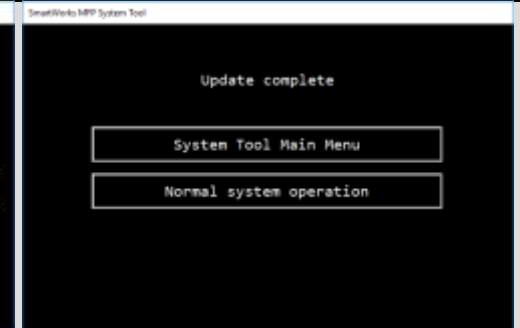
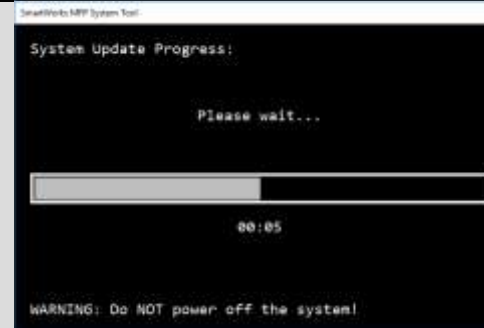
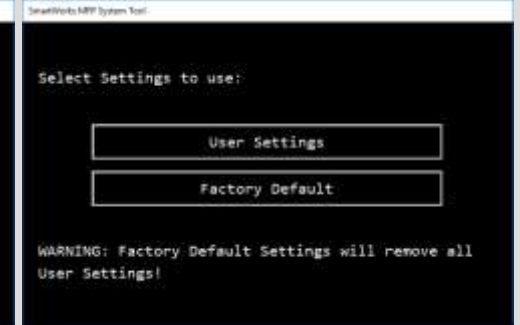
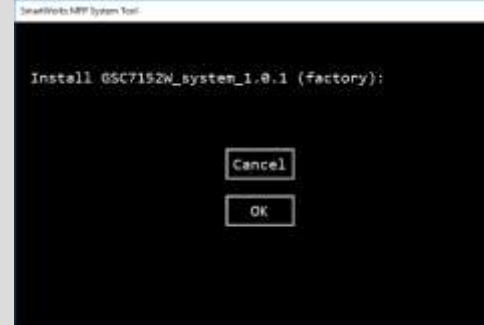
### System Update and Recovery process

Select OK.

Select whether to keep previous User Settings (User Presets, User Accounts and User Logs).  
WARNING: Using Factory Default Settings will remove all User Settings (i.e. User Presets, User Accounts and User Logs). All scan data on the C: drive will be deleted and all scan data on the D: drive will be retained.

Wait for system to load the image.  
WARNING: Do NOT power off the system!

If updating the system, remove the USB stick.  
Select Normal System Operation to restart the system back to SmartWorks MFP.



## Settings – System Administration - System Settings – Manual Security Update (Administrator only)

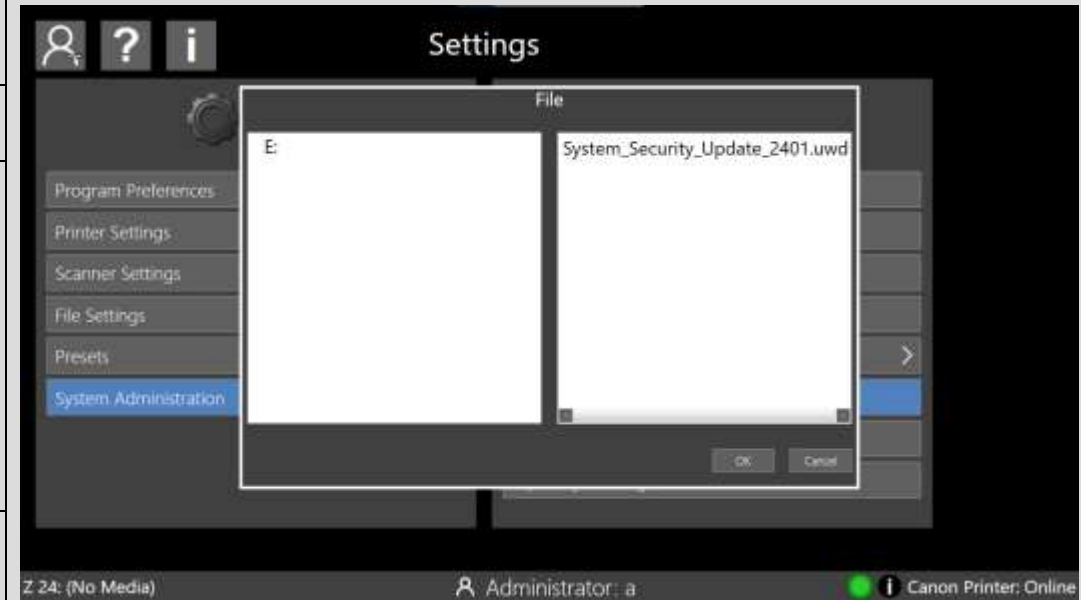
Download the new system controller System Security Update file onto a USB stick and insert it into the system controller. E.g. The USB stick should contain “System\_Security\_Update\_2401.uwd”.

Select Update System Security and select the file to install.  
Select OK.

Wait for system to install the update.  
**WARNING: Do NOT power off the system!**

```
C:\Windows\System32\cmd.exe
Unpacking update archive
E:\System_Security_Update_2401.uwd_ DONE.
Installing update part 1_ DONE.
Installing update part 2_
```

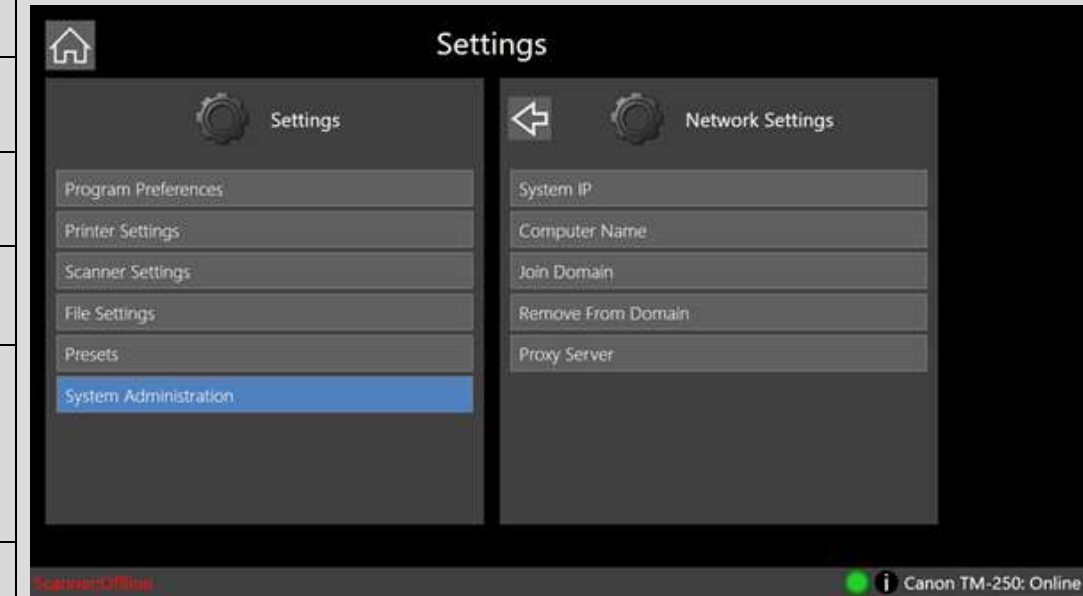
When complete, the System Controller will reboot and restart SmartWorks MFP.  
Remove the USB stick.



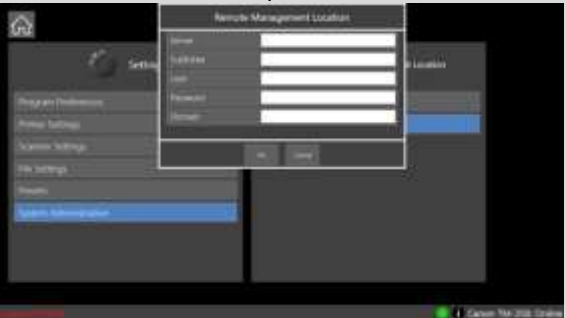
Continued

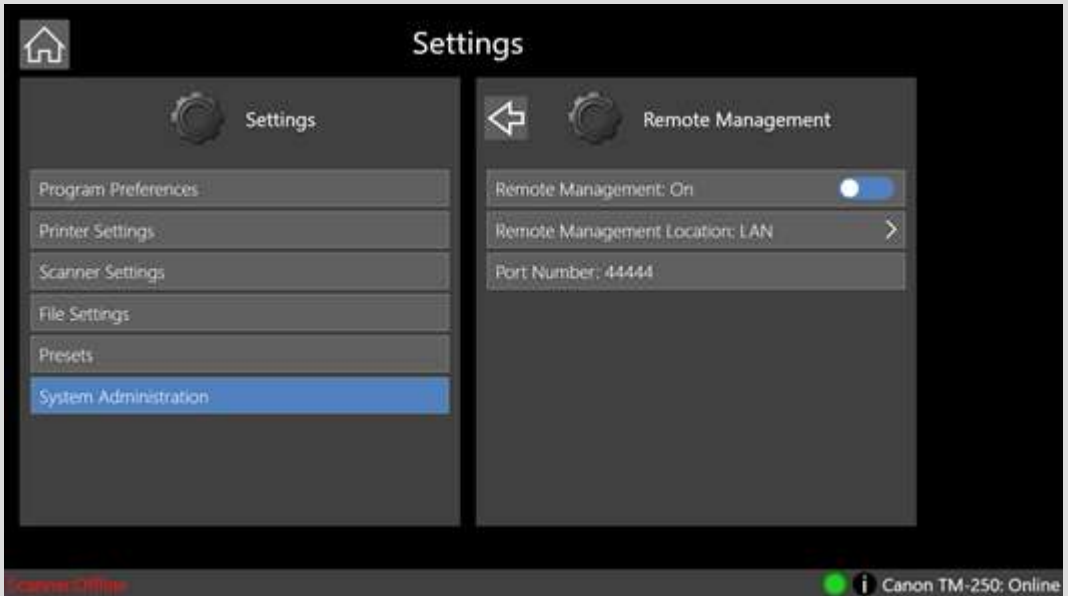
## Settings – System Administration - System Settings – Network Settings (Administrator only)

System IP	Set the system controller to automatic IP addressing (DHCP) or enter a fixed IP address. If using Active Directory, DNS1 must be set to the IP Address of the AD Server.
Obtain IP Address Automatically = On	All the fields will be filled in automatically by the DHCP server when the system controller is connected to a network.
Obtain IP Address Automatically = Off	All the field can be edited as required.
Computer Name	The default Computer Name of the System Controller is ZSysController. If a computer already exists on the domain with this name, rename the System Controller. (Not available if the system controller is a member of a Domain).
Join Domain	Add the System Controller to a domain to use Active Directory by entering the Domain Server's name and the domain's administrator username/password. After joining the domain, reboot the system controller. <b>CAUTION:</b> Do NOT modify the System Controller via Domain Group Policies. The System Controller should NOT be added to an Operation Group that has Domain Group Policies for updates etc.
Remove from Domain	To remove the System Controller from a Domain, enter the Administrator's username and password for that server.
Proxy Server	To Enable usage of a proxy server and set the IP-address and port used for the proxy server



## Settings – System Administration - System Settings – - Remote Manager (Administrator only)

Remote Management		Enable Remote Management to access the System Controller to edit settings and set-up systems using SmartWorks Remote Admin Client.
Remote Management Location		
	LAN	Remote Admin Client on a local network via IP address.
	Offsite	Remote Admin Client via offsite shared folder location (enter Server, Subfolder, User, Password and Domain). 
Port Number		Set the Port Number to the same value (recommended 44444) in both the System Controller and SmartWorks Remote Admin Client.



## First Time Setup

System Update and Recovery process

The System Controller will run the start-up wizard when using a new image for the first time:

- (1) Select the Language and the time zone.
- (2) Set the correct Time and Date.
- (3) Set the System Controller IP Address. Fixed or Automatic (DHCP).
- (4) Import settings (all, or Users, Presets and System Settings)
- (5) Change Settings (optional)



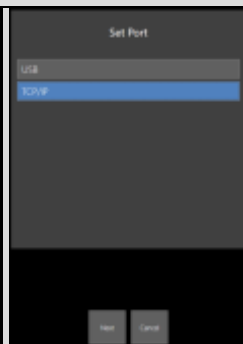
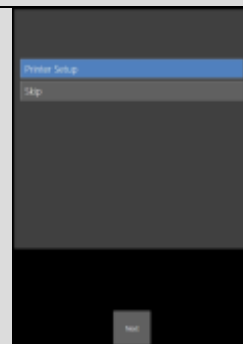
- (6) Select Printer Setup.
- (7) Select the printer and connection port type.

### TCP/IP only

- (8) Set a New Port by IP address.

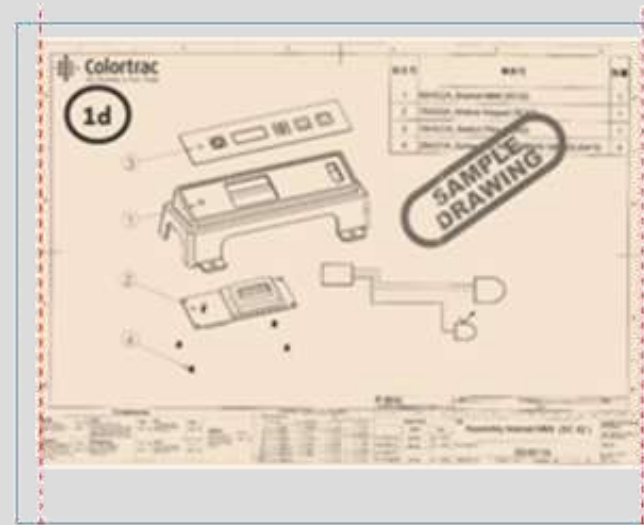
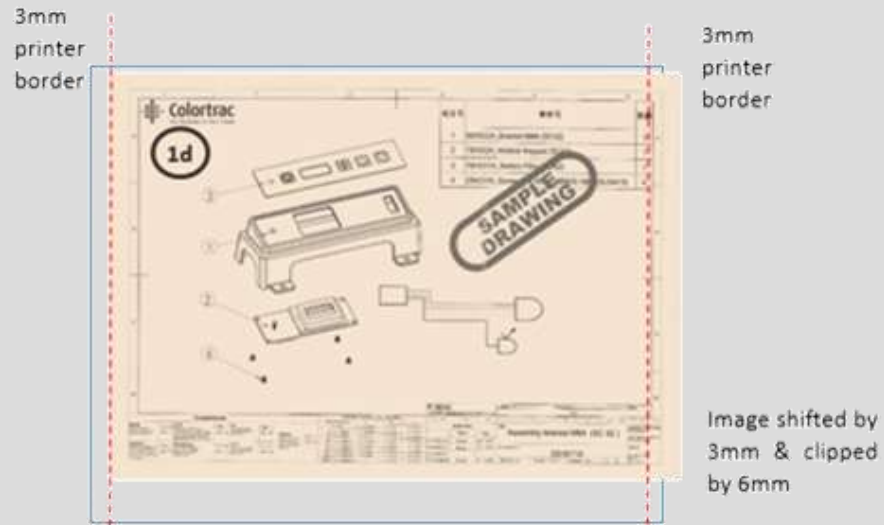
### TCP/IP and USB

- (9) The printer must be connected and online.
- (10) Wait for the printer to be detected.



## Application Notes – Eliminating clipped Copies

- (1) If you scan a 594mm original as fixed size A1, then the image is 594mm wide.
- (2) The printer has a 3mm margin either side that it cannot print within. That means on a 594mm roll, only 588mm can be printed on. Therefore, copying a 594mm original scan onto the 588mm printable width of the paper will mean the image is shifted 3mm to the side and 6mm (2 x 3mm) is clipped from the far side. (See left picture).
- (3) Enable Auto Crop to crop a border from all around the scan before printing so the original image is printed correctly at 100% scale. (See right picture).



Auto Crop

## Application Notes – Document size and orientation options:

Several features change the size and orientation of a Scan or Copy:

- (1) Printer Auto Roll Select (for printers with more than 1 roll):
  - The printer will always switch to the optimum paper roll if the Media Type is the same.
- (2) Paper size
  - Auto size: The scanner detects the width and length of the document. The scanner detects the width by sensing the two edges when the paper feeds into the scanner, but there is always some variability. An auto-sized document may not print out on the desired paper roll on the printer, but on a wider roll if available.
  - Auto to nearest Standard: The scanner detects the width and length of the document, but adjusts the width to the nearest ISO, ANSI, ARCH or JIS standard. This removes the risk of oversize measurements with Auto size. The tolerance can be adjusted in Settings-Program Preferences-Papers Displayed.
  - Full Width: If the document is the as wide as the scanner or is transparent, there is a possibility the scanner cannot detect the edges correctly. In such cases, use this option to scan the full width of the scanner (24" or 36") and use the Crop function in Preview as necessary.
- (3) Scale
  - Print Auto Scale to Roll: The scanned image will be enlarged or reduced in size to fit the full printable width of the paper loaded in the printer.
  - %: The image is enlarged or reduced in size to the percentage chosen.
  - ISO / ANSI / ARCH / JIS: Chose the input size and output size and SmartWorks MFP will calculate the percentage scale factor by Paper Size width.
- (4) Auto crop
  - Crops a border from all sides of the scanned image when printed. This will not affect the preview image displayed, but removes the margins for printing.
- (5) Print Auto Rotate
  - Rotates the image to landscape if it can fit the paper size on printer.

## Application notes – Rolled and fragile documents

### Tightly curled documents

Prior to scanning, flatten the document as best as possible.

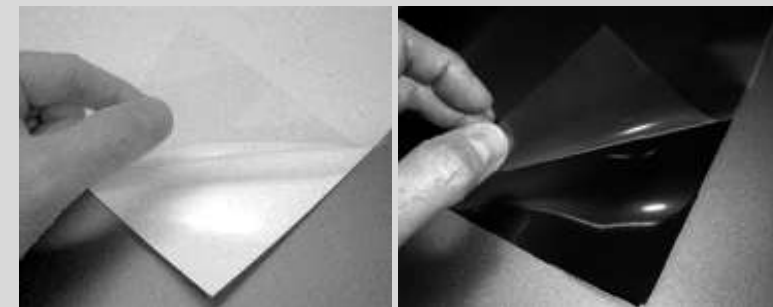
During the scan process, guide the document as it feeds through the scanner to prevent the original re-entering the scanner. If the original is allowed to re-enter the scanner, it will result in a paper jam and possible damage the original document.

### Document Carrier Sheets

Delicate documents: Old, fragile documents could be damaged further when feeding through a scanner. To avoid such problems, these delicate documents can be placed inside a document carrier sheet before scanning to provide protection.

Documents Carrier Sheets can also be useful when scanning

- (1) Transparent documents to improve light reflection and provide a more even image.
- (2) Glossy originals to avoid them becoming scratched
- (3) Irregular shaped or torn documents or multiple documents pieces to scan as a single image.
- (4) Dirty documents as the carrier sheet can protect the scan glass from storage dust.
- (5) Semi-transparent documents that contain print on both sides can result in show through of the text on the reverse side. Scanning such documents in black backed carrier sheets can help reduce the reflected light and hence the amount of show through.
- (6) Contact your reseller for more information, prices and availability of carrier sheets.



## Troubleshooting

Some of the Menu options are missing	If User Accounts are on, the Administrator can disable certain menus options from certain users. Check with the local SmartWorks MFP Administrator.
Scan Button does not go Green	The printer must be on-line and ready. If the printer is not available, the system will continue to Scan for 7 days, after which it will not operate until the printer is detected.
Scan to USB does not work	Ensure the USB memory stick has been formatted and has enough free space for the scan. A lower Scan Quality mode require less space.
No Copy / Print output	The printer must be on-line and ready to print. The file must not exceed the maximum width of the printer.
Stops / starts scanning	The scanner is going too fast for the amount of data and processing required. This may be seen with wider documents in higher quality modes with data processing such as Sharpening enabled. This is not necessarily a problem, but if preferred, the scan speed can be slowed down to provide a smoother scan process.
Scanner Auto-Size does not give the correct value	<p>The scanner measures the document width by scanning the hold-up plate, then the lead edge of a document looking for the left and right edges. It is not always possible for the scanner to determine the edges of some media types or if the document has content up to the lead edge. A false edge can also be detected if the scan glass or document hold-up plate is dirty, or un-calibrated. Clean the scanner and calibrate if the problem persists. Replace the scan glass or document hold-up flap if they are scratched or cannot be cleaned. If a document is loaded so that one or both of its edges are outside the extremes of the scan sensor, the system will not be able to detect edge, so use Paper size = Full Width. This will scan the full width of the scanner and automatically detect the document length.</p> <p>Note: It is recommended to use “Auto Media Width: Best” for the best results</p>
SmartWorks MFP appears unresponsive.	SmartWorks MFP saves scan data to the defined scan folder. If that folder is located on another networked PC then the time taken to save the scan data is dependent on the size of the file, the speed and available bandwidth of the network. Smaller scan files will save quicker. Reducing the size of the scan file can be done in several ways: Reducing the Quality mode, choose JPG or PDF file format instead of TIFF, or reduce the file compression percentage of the JPG or PDF file format.

Continued

## Troubleshooting

Error at start up: "SmartWorks MFP has detected an error. Reverting to Factory default Settings."	If this message is displayed, the SmartWorks MFP6 program data has been corrupted. This can be caused by a power loss during the shutdown process. To recover, the system controller will remove the corrupted program data file and reboot creating a new program data file, meaning all previous settings will be lost.
SmartWorks MFP displays an error number XX-YYYY	Please restart the operation. If the problem persists, please restart the scanner & system controller. If the error continues, contact your product support with the error code.
Document does not feed correctly.	<ol style="list-style-type: none"><li>(1) Feed the document straight into the scanner. Hold the original document with two hands and feed into the scanner until you feel equal resistance on both sides from the feed rollers. If the document is not straight, rewind the original and try again. Load the document into the center of the scanner.</li><li>(2) Smooth out rolled or creased documents before inserting into the scanner.</li><li>(3) Place the Paper Edge Guides either side of the document to help align and guide the document.</li><li>(4) Close the scanner properly, with both latches clicked into place on the lower click.</li><li>(5) Document is the wrong size for the scanner. Make sure the document size is within the specification allowed for the scanner.</li></ol>
Tightly curled documents feed back into the scanner and cause a jam.	The Document Return Guide(s) feed the document back towards user, but it is possible for a tightly rolled document to curl back and refeed into the scanner. To prevent refeed, reverse roll the document to remove the curl and manually guide the lead edge of the document. Alternatively remove the Document Return Guide(s).
Scanner LED is not on	There is no power to the scanner. Check the scanner is switched on, the mains power is on, the power cable is connected correctly to the power adapter and the power adapter cable is connected correctly to the scanner.
The scanner LED flashes Orange when powered on.	The scanner lid is open. Close the scanner properly, with both latches clicked into place on the lower click.
Scan or copy is blank.	Make sure the original document is fed face up and into the center of the scanner.

## Troubleshooting: Image Quality

This scanned image shows possible image errors and the actions required to resolve them.

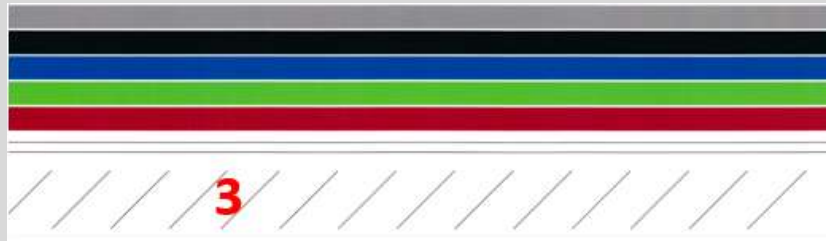
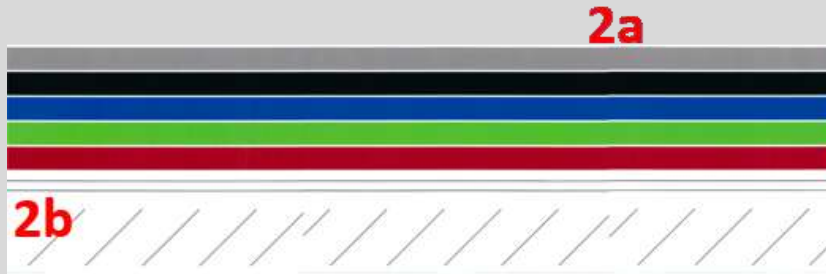
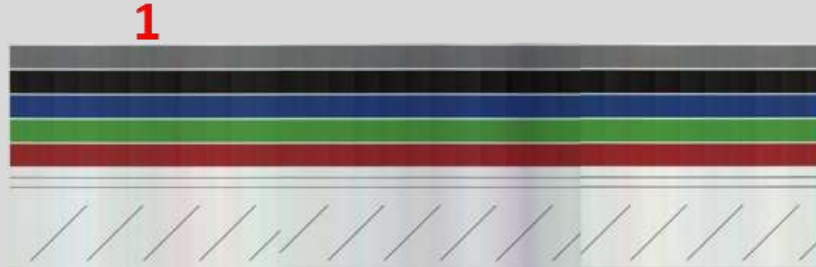
1. Vertical lines = Dirt on Scan glass or poor calibration – Clean the scanner. If the glass is scratched, replace the scan glass. Calibrate if the problem persists.
2. Colour background/banding
  - a. Variation over approximately 8” (200mm) sections, or vertical streaks within these sections – Calibrate.
  - b. Uneven/dirty “white” background – Calibrate.
3. Broken lines - Auto-Stitch.



Continued

## Troubleshooting: Image Quality

1. Cleaning the scanner will remove most vertical lines.
2. Calibrating the scanner will
  - a. Remove the streaking and
  - b. Clean up the white background.Calibration adjusts the optical sensitivity of each pixel in the sensor to give the correct levels of black and white.
3. Auto-stitch the scanner to align broken lines. Auto-stitch adjusts the electronic alignment of each segments of the scan sensor for both front to back and left to right alignment to avoid "stitch errors" at each intersection.



## Specification

Model	Z24	Z36	Model	Z24	Z36
Max scan width	24" (610mm)	36" (914mm)	Imaging technology	1200 optical dpi SingleSensor	
Paper path width	26" (660mm)	38" (965mm)	Illumination	Full width dual LED illumination	
Min scan width	158mm (6.2")	150mm (6")		64 LEDs	96 LEDs
Document thickness (1)	0.07 – 1.0mm (0.003 – 0.04 inches)		Front/rear exit	Rear	
Scanner size with Document Return Guides, paper tray down and high feet.	W x H x D 751 x 156 x 251 mm 29.6 x 6.1 x 9.9 inches	W x H x D 1056 x 156 x 251 mm 41.6 x 6.1 x 9.9 inches	Document handling	Face up, flat Paper path. Front entry, rear exit. Document Return Guides to return document to front.	
Weight	5.8Kg (12lbs 13oz)	7.8Kg (17lbs 3oz)	Max Scan Speed 200dpi color (2)	6ips (Copy) / 3ips (Scan)	
Interface USB	3.0 (backward compatible to USB2)		Max Scan Speed 200dpi gray (2)	13ips	
Scanner controls	Stop, Advance/Rewind, LED status		Environment	Temp: 10-35C (50F-95F) Humidity: 10-90%	
Scan file types	PDF/Multipage PDF/Multipage TIFF/JPEG/TIFF/DWF. (File type compression: Tiff = uncompressed RGB format for color, G4 compression for B&W. PDF = JPEG compression for color and grayscale, flate compression for B&W.)				
Notes	(1) Thicker documents must be flexible and the paper return guides removed and may require additional support. Some media should be scanned at reduced speeds. It is not possible to guarantee to be able to scan all media types and sizes.				
	(2) The scan rate is proportional across the full range of resolutions supported by the scanner. Actual scan times and quoted top speeds will depend on the host performance and are not guaranteed for all media types. Scan times quoted are the maximum for true 200 x 200dpi image capture.				
	Specifications are correct at the time of writing and are subject to change without notice.				

Continued

# Specification

Max scan length

Maximum scan length varies by file type and scan resolution.  
 Long Scan Mode enables scanning of documents up to 50m (1968.5”) in length at 200dpi PDF only.  
 Maximum Copy length varies with scan resolution and is the same as a TIFF file type.  
 Maximum Copy and Archive length varies with scan resolution and is the same as the file type in use.  
 The maximum scan length is not dependent on colour mode.

Maximum Scan Length (Inches)									Maximum Scan Length (Meters)							
DPI	100	200	300	400	600	800	1000*	1200*	100	200	300	400	600	800	1000*	1200*
JPEG	315	315	200	162	96	60	36	24	8.00	8.00	5.08	4.11	2.44	1.52	914	0.61
TIFF	600	600	395	200	96	60	36	24	15.24	15.24	10.03	5.08	2.44	1.52	914	0.61

\* If Fixed size = A0, ANSI E/E+ or ARCH E/E1 and DPI >800 dpi, then DPI will be auto set to 800dpi.

Standard Paper Sizes

ISO		ANSI		ARCH		JIS	
A0	841mm x 1189mm	E	34in x 44 in	E	36inx 48in	B0	1030 x 1456 mm
A1	841mm x 594mm	D	34in x 22 in	D	36in x 24in	B1	728 x 1030 mm
A2	594mm x 420mm	C	22in x 17 in	C	24in x 18in	B2	515 x 728 mm
A3	297mm x 420mm	B	17in x 11in	B	18in x 12in	B3	364 x 515 mm
A4	297mm x 210mm	A	11in x 8.5in	A	12in x 9in	B4	257 x 364 mm