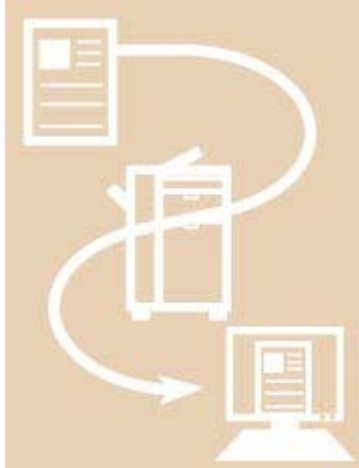

Edit and personalize your photos effortlessly using the Network Scanner.

Send scanned images directly to your computer and edit them using your favorite image editing software. You can even set the area to scan.



Preparing the Remote Scanner

- Installation
- Selecting the Scanner

Using the Remote Scanner

- Scanning from an Application

Customizing the Scanning Settings

- Scanning Originals with Correct Orientation
- Scanning Different Sized Originals Together
- Specifying the Scanning Area

System Requirements

The following system environments are necessary in order to use the scanner driver.

Software:

Operating Systems:

- Windows XP (32bit) Service Pack 3 or later
- Windows Vista
- Windows 7
- Windows 8
- Windows 8.1
- Windows Server 2003/R2
- Windows Server 2008
- Windows Server 2008 R2 (64bit)
- Windows Server 2012 (64bit)

Applications:

32-bit TWAIN-compatible applications

WIA 1.0 (Windows XP) or WIA 2.0 (Windows Vista or later)-compliant applications

NOTE

The 64-bit version driver may not be included depending on the CD-ROM you are using.

Hardware:

Computer

Any computer that runs the above systems

Hard disk space

When installing: About 100MB

When using the driver: About twice the amount of the scanned image size

Memory

Windows XP/Server 2003/Server 2003 R2/Vista/Server 2008/Server 2008 R2: Minimum 512MB

Windows 7/8 (32bit): Minimum 1GB

Windows 7/8 (64bit)/Server 2012: Minimum 2GB

A display with a resolution of at least 1024 x 768 and capable of displaying at least 256 colors.

A network host adapter capable of TCP/IP and UDP/IP communication on an Ethernet network.

NOTE

When scanning large numbers of images or images containing large amounts of image data, an insufficient memory error or notable loss of scanning speed may occur. If this happens, the following procedures should prove useful.

- Increase the amount of hard disk space by deleting or otherwise appropriately processing unnecessary files on the hard disk etc. to ensure sufficient hard disk space.

- Rescan with reduced resolution.

- Increase the amount of RAM.

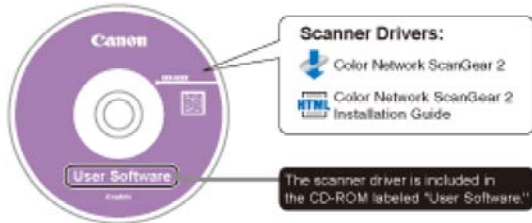
- Increase the amount of virtual memory to the highest possible.

- Divide originals into several sets and then scan them separately.

Before Using the Network Scanner

To scan and enable the computer to receive data from the scanner, you need to install a scanner driver on the computer. Also, you need to select a scanner with the ScanGear Tool.

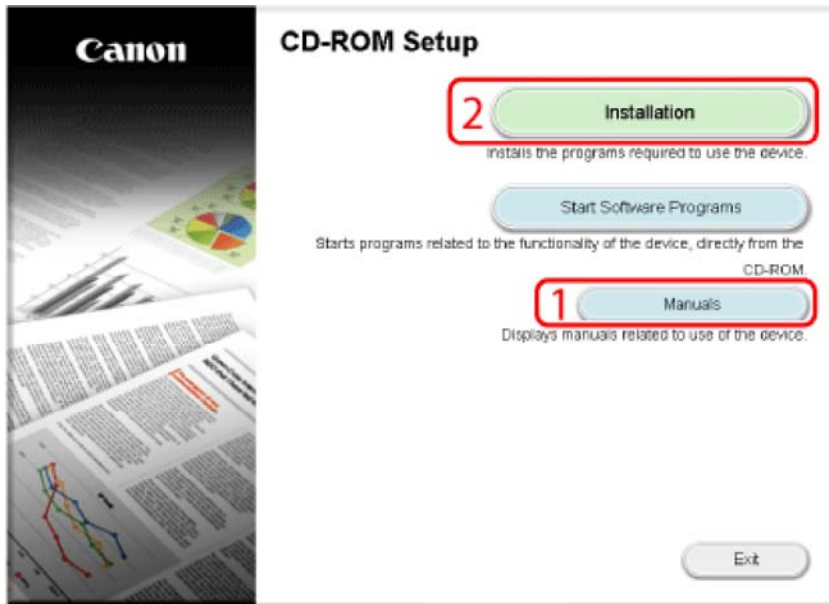
The scanner driver is installed from the same User Software CD-ROM as the printer driver.



[Installation](#)
[Selecting the Scanner](#)

Installation

From the menu screen of the User Software CD-ROM, you can install the scanner driver or display the "Color Network ScanGear 2 Installation Guide."



1	[Manuals]	Click this button first to view the Color Network ScanGear 2 Installation Guide. You cannot view the guide after installation has started.
2	[Installation]	Click this button to install the scanner driver.

NOTE

If the CD-ROM menu is not displayed, perform the following procedure.

Windows 8/8.1/Server 2012:

If "Tap to choose what happens with this disc." is displayed: Tap (or click) this message and tap (or click) [Run MInst.exe].

If Windows Explorer is displayed: Double-click [MInst.exe].

If nothing is displayed: Click the file explorer on the desktop and double-click the CD icon in [Computer].

Windows Vista/7/Server 2008/2008 R2:

If the [AutoPlay] dialog box appears, click [Run MInst.exe].

If Windows Explorer opens, double-click the [MInst.exe] icon.

If nothing happens, on the [Start] (Start) menu, click [Computer] → double-click the CD-ROM drive icon.

Windows XP/Server 2003:


Double-click the CD-ROM icon in [My Computer] → double-click [MInst.exe].

If there is no [MInst.exe] file, double-click [Setup.exe] in the appropriate folder.


Selecting the Scanner

Before using the scanner driver for the first time, you need to select the network scanner to be used with the Color Network ScanGear 2 Tool.

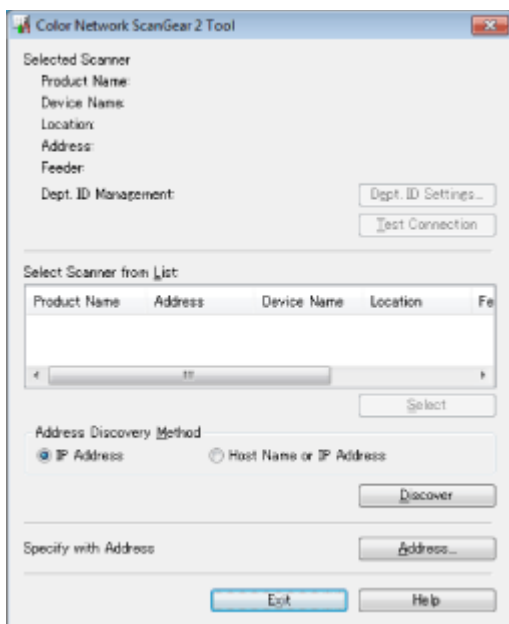
1.

Click  (Start) → [Programs] or [All Programs] → [Color Network ScanGear 2] → [Color Network ScanGear 2 Tool].

Windows 8/Server 2012: click or tap the [Color Network ScanGear 2 Tool] tile on the [Start] screen.

Windows 8.1: Click or tap the  in the lower left corner of the [Start] screen → [Color Network ScanGear 2 Tool] tile on the [Apps] screen.

→ The screen switches to the desktop, and Color Network ScanGear 2 Tool starts.



2.

Select the scanner.

[To Search for Scanners Automatically](#)
[To Select the Scanner Using the IP Address or Host Name](#)

To Search for Scanners Automatically

Select [IP Address] or [IP Address or Host Name] from [Address Discovery Method] → click [Discover].

Select a scanner from [Select Scanner from List] → click [Select].

NOTE

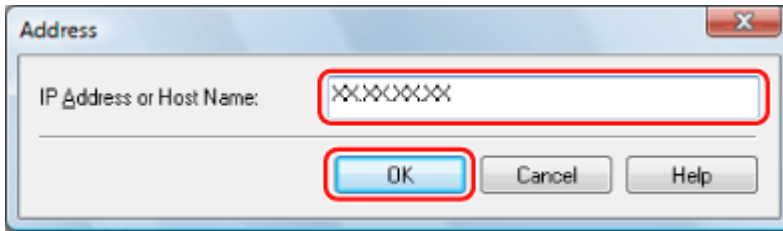
Only scanners on the same subnet (network with the same network ID) as your computer are displayed in the list.

To display search results by host name, you need to register the device(s) in the DNS, and set reverse DNS lookup. If devices are not registered, searching takes longer and the search results are displayed by IP address. For details about DNS settings, see the manual supplied with the scanner or consult your network administrator.

To Select the Scanner Using the IP Address or Host Name

Click [Address].

Enter the IP address or host name → click [OK].



NOTE

It is possible to specify an IP address or host name outside the subnet.

For a scanner connected to a network by IPv4, enter the IP address as follows:

XXX.XXX.XXX.XXX (XXX is a decimal number from "0" to "255." Characters that can be used are the numbers "0" to "9" and periods (.).)

For a scanner connected to a network by IPv6, enter the IP address as follows:

XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX (XXXX is a hexadecimal number. Characters that can be used are the numbers "0" to "9," the letters "a" to "f" and "A" to "F," and colons (:).)

Example: 3ae3:90a0:bd05:01d2:288a:1fc0:0001:10ee

If the number within a segment begins with a zero (0), you can omit the zero (0) at the beginning.

Example: f0f0:0001:0020:0300:1000:0100:0020:0003=f0f0:1:20:300:1000:100:20:3

If there are continuous segments consisting of zeros (0), these can be replaced by a double colon (::). However, only one continuous group of segments can be omitted.

Example 1: 1234:4567:0000:0000:0000:0000:9abc = 1234:4567::9abc

Example 2: 1234:4567:0000:0000:f1f2:0000:0000:9abc = 1234:4567::f1f2:0:0:9abc

You can specify the host name by entering it in the form "host name" only, or in the form "host name+sub-domain name+domain name."

An example of host name only is: Server1234

An example of host name+sub-domain name+domain name is: Server1234.canon.com

For details on how to verify the IP address or host name you have set, refer to the manual provided with the corresponding product.

3.

Confirm the information appears under [Selected Scanner] → click [Exit].

You can click [Test Connection] to check that the selected scanner can be used.

NOTE

The Color ScanGear 2 Tool cannot be started at the same time as the scanner driver (Color Network ScanGear 2).

The window displayed may vary according to the operating system etc.

Scanning Fundamentals

This section explains the basic scanning method using the scanner driver and how to display Help.

[Switching the Scanner Online and Offline](#)

[Scanning from an Application](#)

[Viewing Help](#)

Switching the Scanner Online and Offline

To scan and allow the computer to receive data from the scanner, first you need to switch the scanner function to "online."

After scanning, switch the scanner function to "offline" in order to use the copy, fax, and other functions.

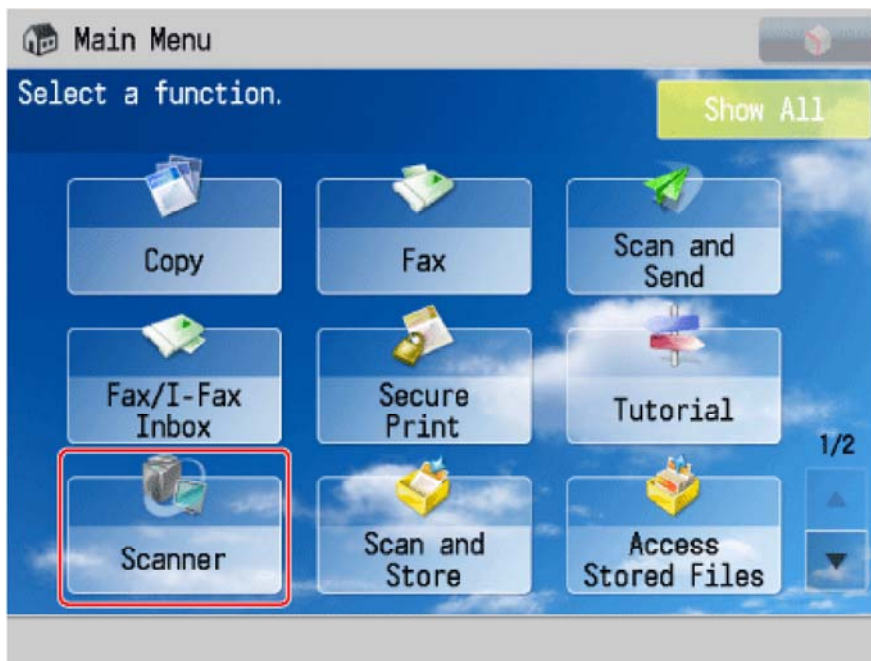
[Switching the Scanner Online](#)

[Switching the Scanner Offline](#)

Switching the Scanner Online

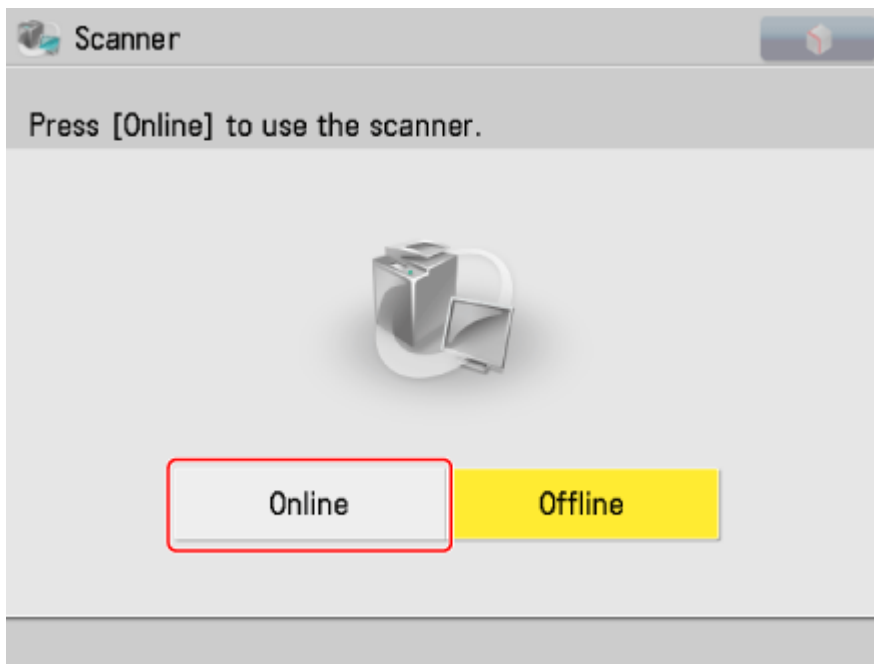
1.

Press [Scanner].



2.

Press [Online].



The scanner is online.

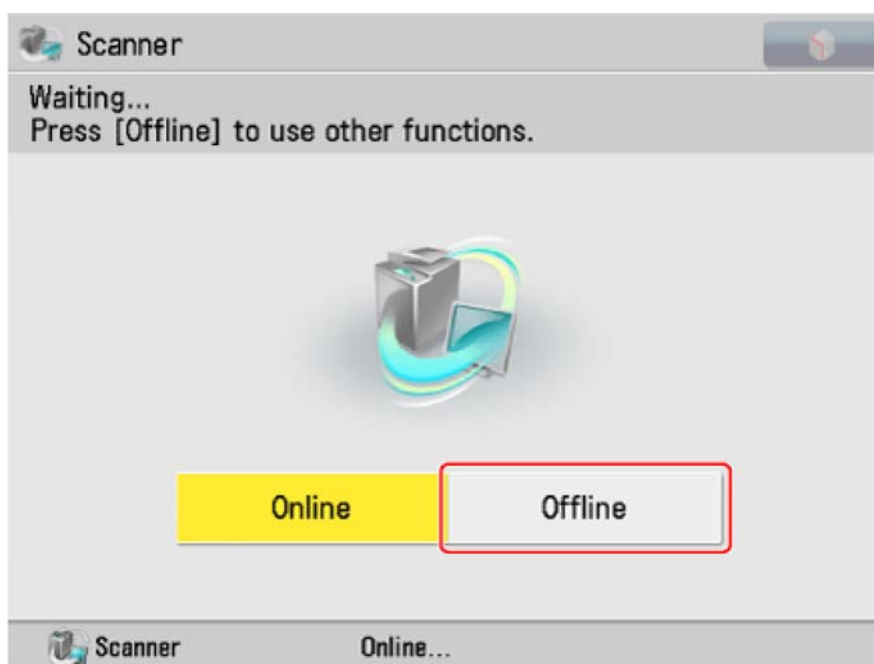
NOTE

Some printer models enable you to set the scanner to go online automatically (see "[Aktivera fjärrscanningsfunktionen automatiskt](#)").

Switching the Scanner Offline

1.

Press [Offline] in the [Scanner] screen.



The scanner is offline.

NOTE

Some printer models enable you to set the scanner to go offline automatically (see "[Auto offline](#)"). You do not have to switch the scanner offline in order to use other functions while data is being transferred.

If you press [Offline] while scanning, a dialog box for confirming whether you want to stop scanning is displayed. Click [Yes] to stop scanning and switch the scanner offline.

Scanning from an Application

NOTE

Before scanning, the scanner must be set to online from device control panel (see "[Switching the Scanner Online and Offline](#)").

If you use the Color Network ScanGear 2 driver with the WIA-TWAIN compatibility mode of the operating system, the existing UI of the operating system is displayed and the procedure differs.

1.

Set the original in the scanner.

When scanning from the platen glass, place the original face down on the platen glass.

When scanning from the feeder, set the original in the feeder with the side you want to scan face up.

NOTE

After scanning from the feeder, if you intend to scan from the platen, be sure to open the feeder/platen cover completely when setting the original on the platen glass.

2.

Run the application you want to scan from in the computer → run [Color Network ScanGear 2].

The Color Network ScanGear 2 driver starts and the [Color Network ScanGear 2] main window is displayed.

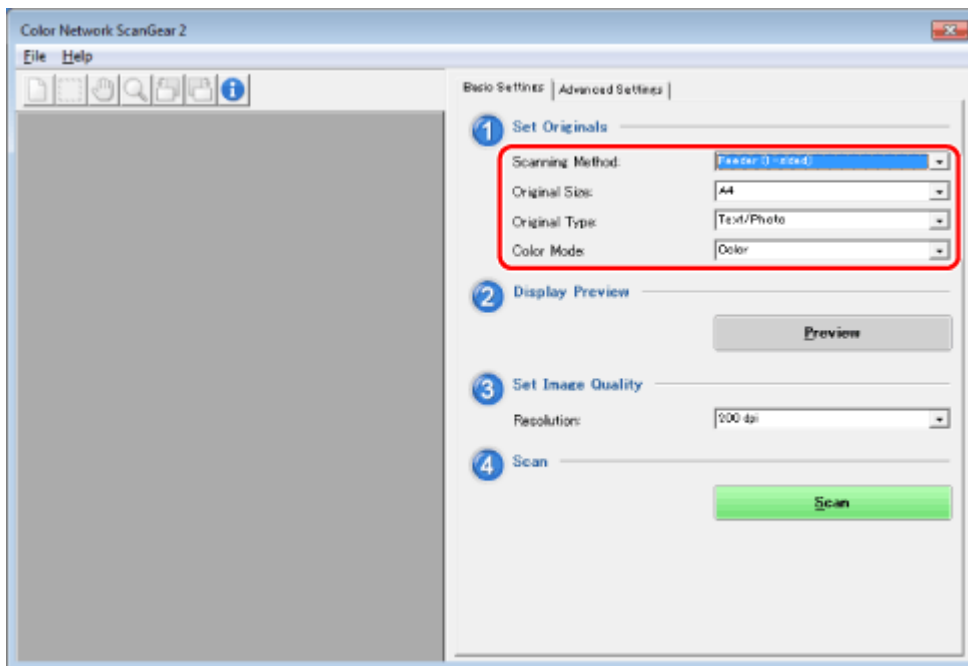
The method for running the WIA and TWAIN drivers varies from application to application. For details, refer to the manuals provided with each application.

NOTE

Depending on the TWAIN-compatible application you are using, when you select the scanner driver, both the TWAIN-compatible driver and WIA-compatible driver in WIA-TWAIN compatibility mode may be displayed with the same name.

3.

In the [Basic Settings] tab, configure the [Scanning Method], [Original Size], [Original Type], and [Color Mode] settings.

**NOTE**

You can configure detailed settings for scanning in the [Advanced Settings] tab. In addition to items that can be set in the [Basic Settings] tab, you can set the following.

- Original orientation
- Pages to scan
- Specifying the scan area as a numerical value
- Density adjustment of scanned images
- Color settings
- Deleting borders
- Compression ratio of scanned images

For details about settings, refer to Help (see "[Viewing Help](#)").

4.

When scanning from the platen glass, click [Preview] → specify the scanning area.

The area to be scanned is specified by dragging the cursor from one corner of the desired (rectangular) area to the opposite corner, enclosing the desired area in a box.

For details, see "[Specifying the Scanning Area](#)".

NOTE

You cannot use [Preview] in the following circumstances:

- When [Auto] is selected for [Original Size].
- When scanning from the feeder.

5.

If necessary, select a resolution from [Resolution].

6.


Click [Scan].

Scanning starts.

The scanned image appears in the window of the application when scanning finishes.

NOTE

After clicking [Scan], do not attempt any operations in the Color Network ScanGear 2 main window until the scan progress dialog box appears.

If the Color Network ScanGear 2 main window does not close automatically when scanning finishes, click  (Exit) to close it.

Viewing Help

Help includes additional information about every feature in the scanner driver. If the e-Manual does not provide the information you need, see Help.

[Viewing the Color Network ScanGear 2 Tool Help](#)

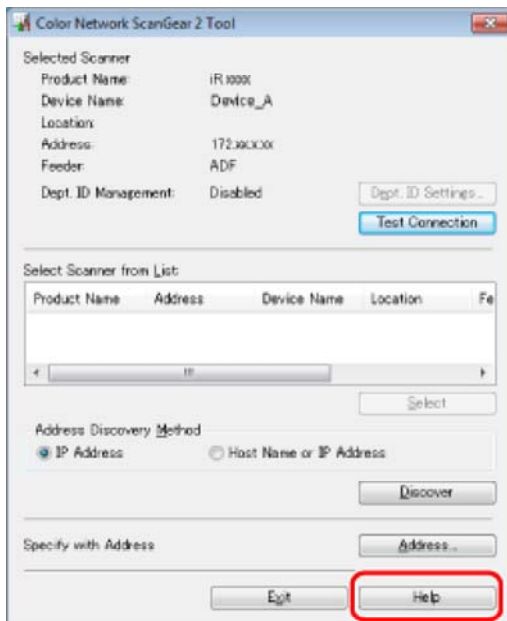
[Viewing the Color Network ScanGear 2 Help](#)

Viewing the Color Network ScanGear 2 Tool Help

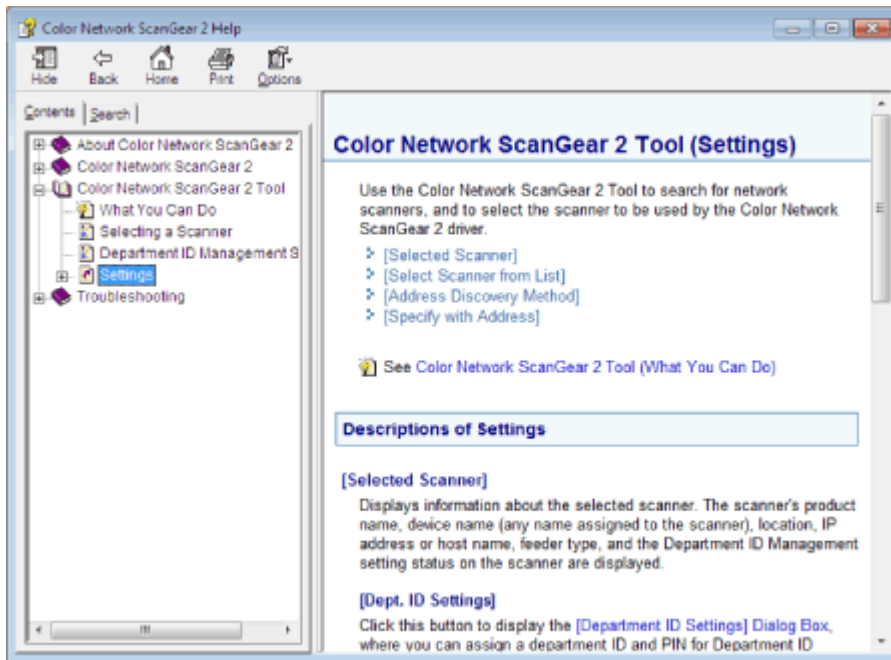
1.

Click [Help].

For instructions on how to start the Color Network ScanGear 2 Tool, see "[Selecting the Scanner.](#)"



Help is displayed.



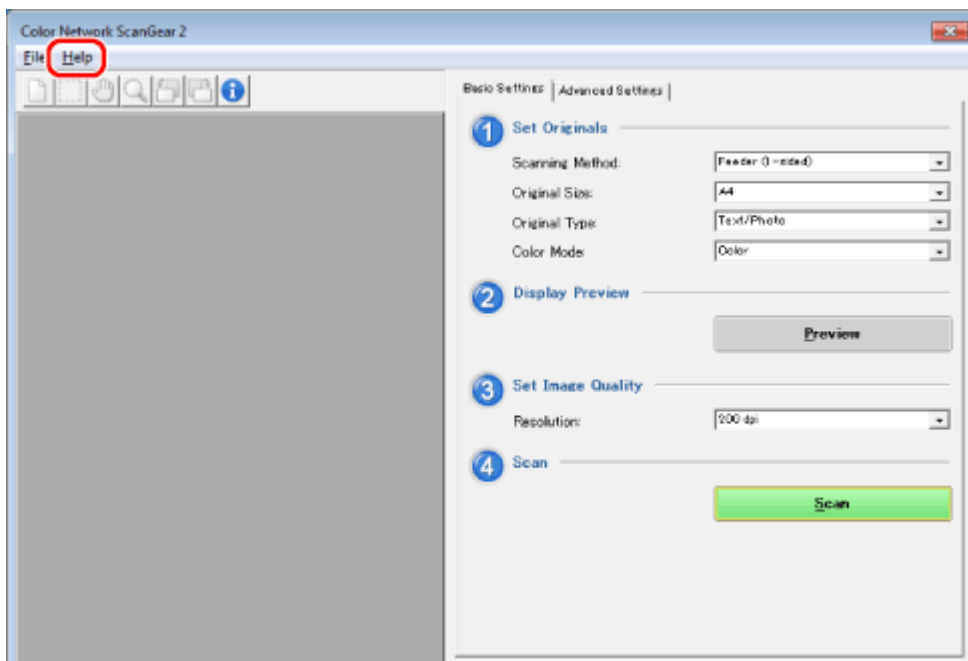
Topic pane (right side): Displays the description of the information.

Navigation pane (left side): Click [Contents] / [Search] to search for information.

Viewing the Color Network ScanGear 2 Help

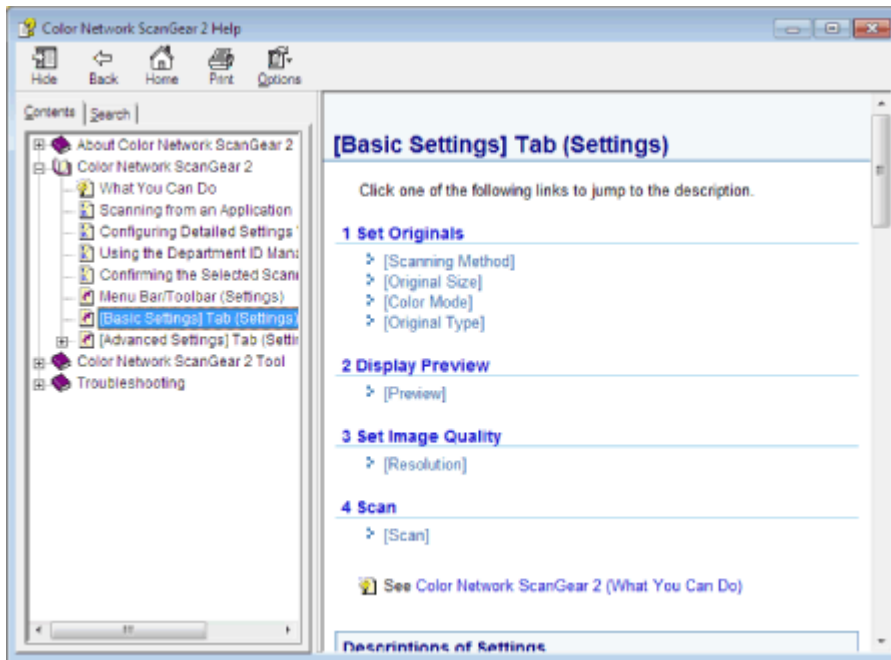
1.

In the toolbar, click [Help] → [Color Network ScanGear 2 Help].



The scanner driver can be started by executing the command to read an image from the scanner from a TWAIN-compatible application (such as Adobe Acrobat, Word/Excel/PowerPoint/Clip Organizer in Microsoft Office, etc.) or a WIA-compatible application, selecting "Color Network ScanGear 2."

For details, see the instruction manuals provided with the application.



Topic pane (right side): Displays the description of the information.

Navigation pane (left side): Click [Contents] / [Search] to search for information.

NOTE

The Color ScanGear 2 Tool cannot be started at the same time as the scanner driver (Color Network ScanGear 2).

The window displayed may differ according to the operating system etc.

Scanning Originals with Correct Orientation

When scanning from the feeder, you can set Network ScanGear to display the document in its correct orientation on the computer monitor.

1.

Switch the scanner online → load the originals into the feeder → start Color Network ScanGear 2 from the application.

For details, see "[Scanning from an Application.](#)"

2.

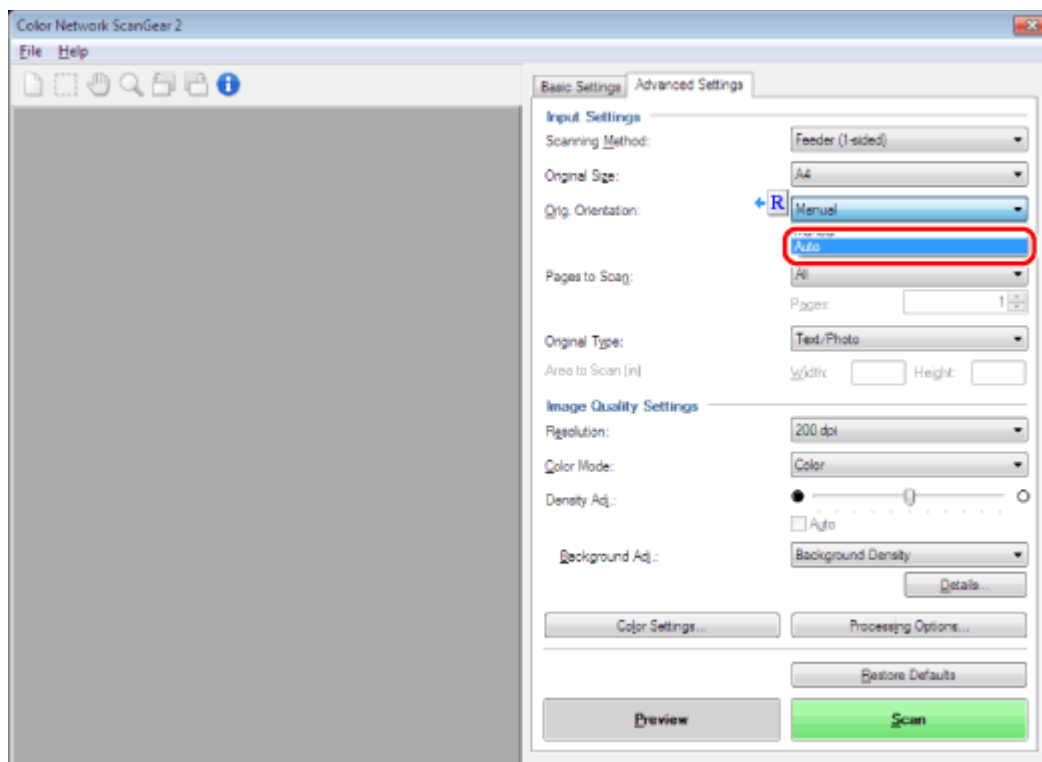
In the [Advanced Settings] tab, set [Orig. Orientation].

[Auto]:

[Manual]:

[Auto]:

Select [Auto].



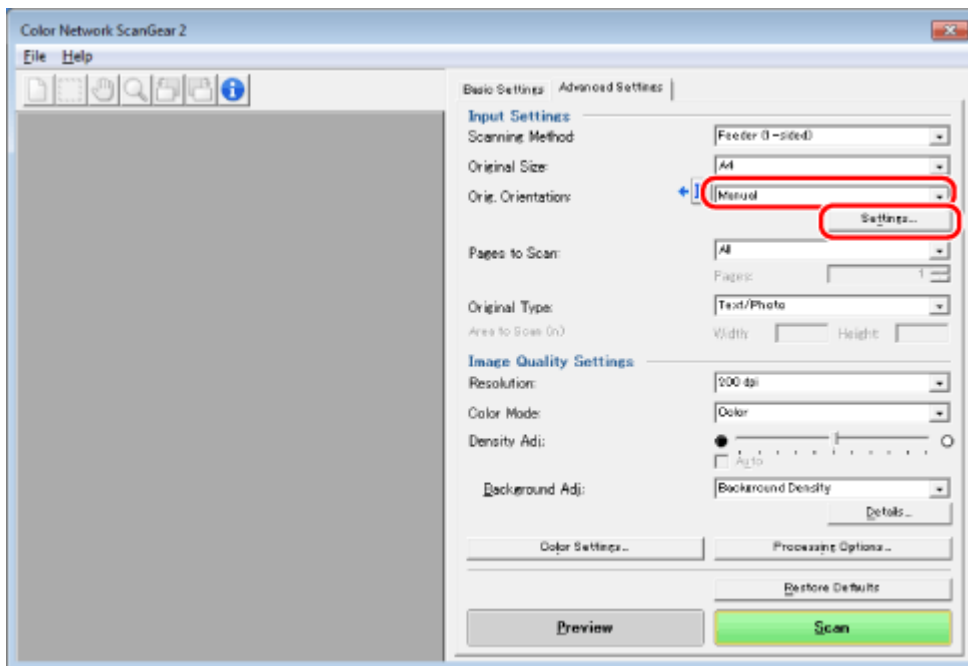
During scanning, the orientation of the original is detected automatically, and the scanned image is rotated if necessary, so that it is displayed correctly on the computer screen.

NOTE

The [Auto] function is only available in 32-bit versions.

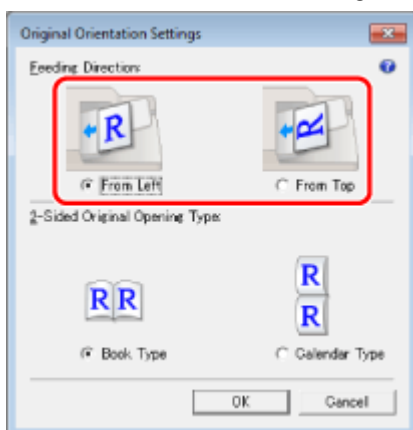
[Manual]:

Select [Manual] → click [Settings].



Select the orientation of the originals to be loaded into the feeder for [Feeding Direction].

For 2-sided originals, also set [2-Sided Original Opening Type] to indicate the relation between the front and back sides of a 2-sided original.



Click [OK].

NOTE

The window displayed may vary according to the operating system etc.

Scanning Different Sized Originals Together

You can load originals of different sizes together in the feeder and scan them in one operation.

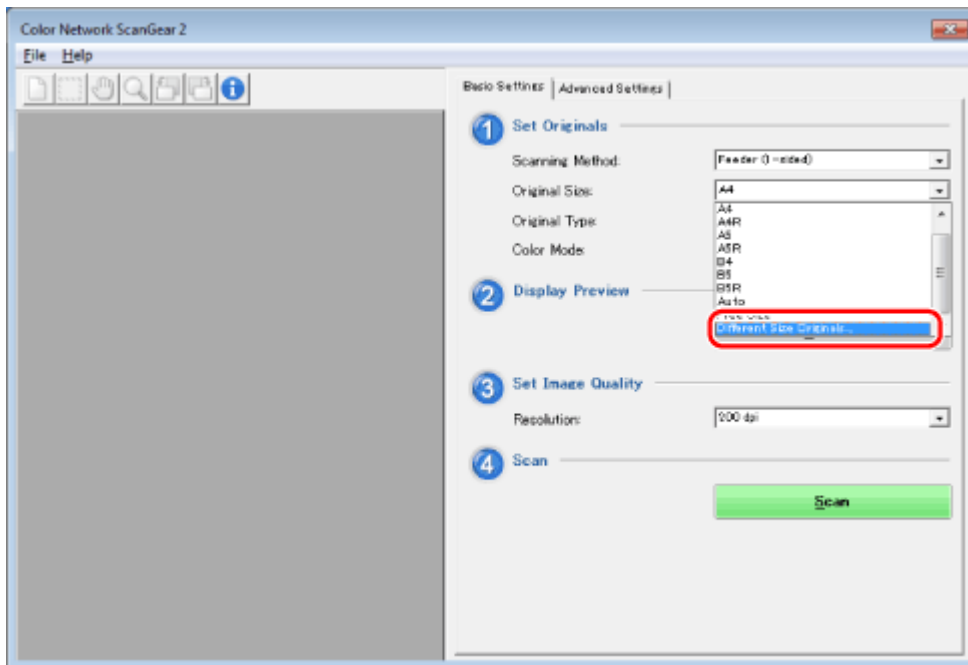
1.

Switch the scanner online → load the originals into the feeder → start Color Network ScanGear 2 from the application.

For details, see "[Scanning from an Application.](#)"

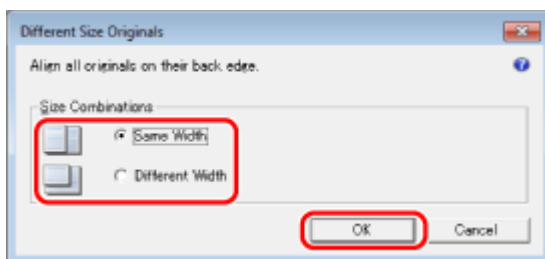
2.

Select [Different Size Originals] from [Original Size].



3.

Select the appropriate combination of original sizes → click [OK].



For sizes such as A3 and A4, where the longer side of the smaller original is the same size as the shorter side of the larger original, select [Same Width].

For combinations of sizes such as A3 and B4 with no sides of the same length in common, select [Different Width].

NOTE

If a non-standard size original is included, you cannot use [Different Size Originals].
When scanning a non-standard size original, select [Free Size] from [Original Size].
You can only simultaneously scan originals whose width or length are the same.
The window displayed may vary according to the operating system etc.

Specifying the Scanning Area

When scanning from the platen glass, you can display the scan image in the Preview Area, and then select the area to scan within the original.

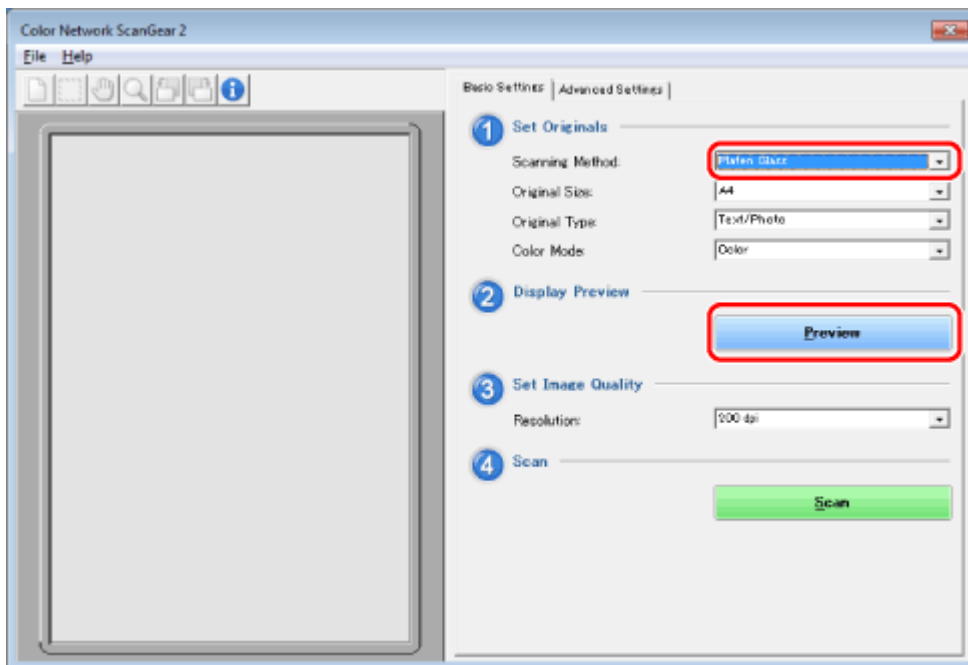
1.

Switch the scanner online → place your originals face down on the platen glass → start Color Network ScanGear 2 from the application.

For details, see "[Scanning from an Application.](#)"

2.

Select [Platen] for [Scanning Method] → click [Preview].



3.

Click [Crop] (Crop) on the toolbar.

The pointer changes to cross-hairs in the Preview Area, allowing you to select the scanning area.

4.

Drag the mouse in the Preview Area to specify the scanning area.

The specified area is indicated by a broken line.



Once an area is specified, you can change it, as follows:

You can drag the area to a different position, or drag the frame handles to change the size of the area.
To cancel the scanning area setting, click outside the area.

NOTE

You can change the units for the values specified in [Area to Scan] from [Unit] in the [File] menu.

In the following cases, you cannot specify the scanning area in [Preview]:

When [Auto] is selected for [Original Size].

When scanning from the feeder.

The window displayed may vary according to the operating system etc.

Department ID Management

You can manage the number of pages scanned by individuals or groups (such as departments or users) with the Department ID Management function.

If authentication information has already been set, the scanner can be set so that authentication is automatically executed when scanning. You can also set the scanner so that authentication information must be entered each time scanning is executed.

[Setting a Department ID and PIN Beforehand](#)

[Entering the Department ID and PIN When You Scan](#)

IMPORTANT

To use the Department ID Management function, you must first register a department ID and PIN, and make sure that the Department ID Management function is enabled at the scanner.

Setting a Department ID and PIN Beforehand

You can save a department ID and PIN in the Color Network ScanGear 2 Tool, so that the saved department ID and PIN are automatically used for authentication when scanning.

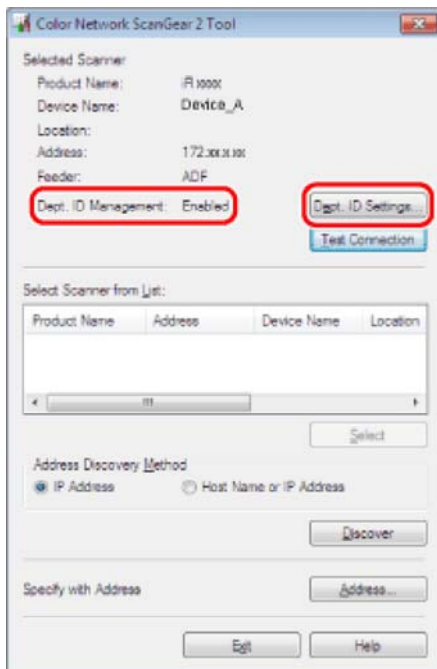
1.

Start Color Network ScanGear 2 Tool → select the scanner.

For details, see "[Selecting the Scanner.](#)"

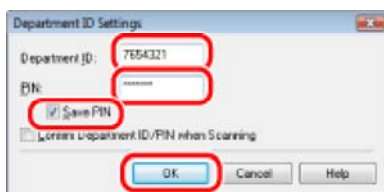
2.

Confirm that [Enabled] is displayed for [Dept. ID Management] → click [Dept. ID Settings].



3.

Select [Save PIN] → enter the department ID and PIN → click [OK].



If a PIN has not been set at the scanner, leave the PIN setting blank.

4.

Click [Exit] in the Color Network ScanGear 2 Tool.

NOTE

The window displayed may vary according to the operating system etc.

The descriptions and explanations herein are given using images from Color Network ScanGear 2.

Entering the Department ID and PIN When You Scan

Before scanning, a dialog box for verifying authentication information may be displayed. Enter the department ID and PIN registered in the scanner to begin scanning.

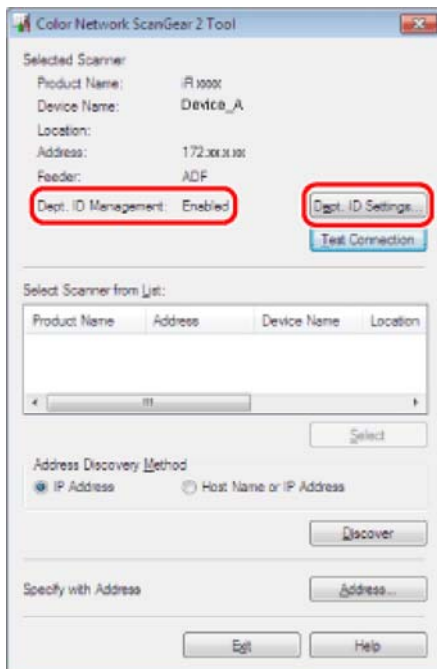
1.

Start Color Network ScanGear 2 Tool → select the scanner.

For details, see "Selecting the Scanner."

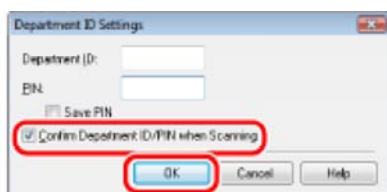
2.

Confirm that [Enabled] is displayed for [Dept. ID Management] → click [Dept. ID Settings].



3.

Select [Confirm Department ID/PIN when Scanning] → click [OK].



4.

Click [Exit] in the Color Network ScanGear 2 Tool.

5.

Switch the scanner online → load the originals into the feeder → start Color Network ScanGear 2 from the application.

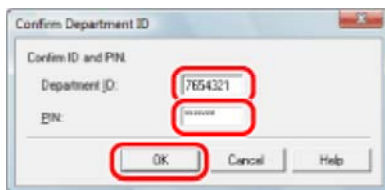
For details, see "[Scanning from an Application.](#)"

6.

Specify the scanning settings as necessary → click [Scan].

7.

Enter [Department ID] and [PIN] → click [OK].



If a PIN has not been set at the scanner, leave the PIN setting blank.

NOTE

The window displayed may vary according to the operating system etc.

Questions & Answers



The background you wanted to remove has been scanned in.



Perform the following steps:

1. Select [Background Density] for [Background Adj.] in the [Advanced Settings] tab.
2. Click [Details] → adjust each color by moving the sliders in the [Adjustment for Background Density] dialog box.



Images are bleeding through from the opposite side of the paper when scanning.



Perform the following steps:

1. Select [Background Density] for [Background Adj.] in the [Advanced Settings] tab.
2. Click [Details] → adjust each color by moving the sliders in the [Adjustment for Background Density] dialog box.



Dark borders and frame lines that appear around the original have been scanned.



Perform the following steps:

1. Click [Processing Options] in the [Advanced Settings] tab.
2. Select [Erase Original Frame].



After the scanning process reaches 100%, the scanning stops and the computer takes a long time to read the data.



If the operating system includes the Windows Firewall function and that function has been enabled, it may take some time for scanning to finish. Verify whether communication via UDP ports has been allowed in Windows Firewall. Normally it is automatically set during installation.

If the appropriate UDP port has not been set, it must be set manually.

[Name]: Enter a name

[Port number]: 56338

[Protocol]: Select [UDP]

For Windows 7/8/8.1/Windows Server 2008 R2/2012:

1. Click [Start] → [Control Panel] → [System and Security] → [Windows Firewall] → [Advanced Settings].

(For Windows 8/8.1/Server 2012: Display the charm bar to the right of the screen, and enter "firewall" in [Search] → select [Settings] → click [Windows Firewall] in the displayed results for [Settings] → click [Advanced Settings].)

2. Select [Inbound Rules] in the [Windows Firewall with Advanced Security] dialog box → click [New Rules].
3. In [New Inbound Rule Wizard], select [Port] → click [Next].
4. Select [UDP] → enter 56338 in [Specific local port] → click [Next].
5. Select [Allow the connection] → click [Next].
6. Select only [Private] → click [Next].
7. Enter a name in [Name] → click [Finish] to close [New Inbound Rule Wizard].

For Windows Vista/Windows Server 2008:

1. Click [Start] → [Control Panel] → [Security] → [Windows Firewall] → [Allow a program through Windows Firewall].
2. In the [Exceptions] tab, click [Add Port].
3. In the [Add a Port] dialog box, enter a name for [Name] → enter 56338 for [Port number] → select the check mark next to [UDP] → click [OK].
4. Click [OK] and close the [Windows Firewall] dialog box.

For Windows XP/Windows Server 2003:

1. Click [Start] → [Control Panel] → [Security Center] → [Windows Firewall] under [Manage security setting for].
2. In the [Exceptions] tab, click [Add Port].
3. In the [Add a Port] dialog box, enter a name for [Name] → enter 56338 for [Port number] → select the check mark next to [UDP] → click [OK].
4. Click [OK] and close the [Windows Firewall] dialog box.

NOTE

The above procedures vary according to the edition and system settings of the operating system you are using.

WSD Scan

This category describes how to use the WSD Scan function.

[Overview of This Function](#)

[System Requirements](#)

[Before Using the WSD Scan](#)

[Scan Features of the WSD Scan](#)

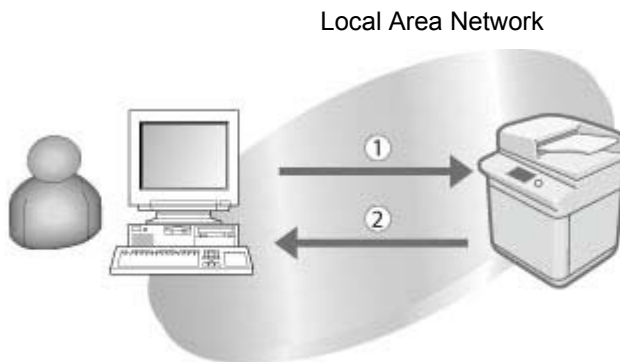
[Send Features of the WSD Scan](#)

Overview of This Function

WSD (Web Services on Devices) is a function of the Windows operating system that can search devices on the network in order to use their functions or obtain the device information. The WSD Scan function enables you to perform the following scanning operations.

Scan Function of the WSD Scan

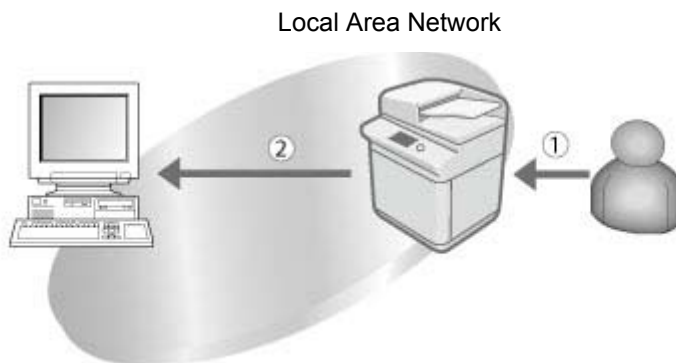
This operation is similar to the "Scanner" function. You can scan originals set in the feeder or on the platen glass of the machine, and store them in a computer which is connected to the machine via network. You can use this function easily with the scanner driver included with the operating system, but the available formats and resolutions are limited.



1. Operate from a computer.
2. Originals are scanned to a computer.

Send Function of the WSD Scan

This operation is similar to the "Scanna och skicka" function. You can scan originals set in the feeder or on the platen glass of the machine, and send them to a computer which is connected to the machine via network. You can easily select destinations as computers, which are in the same domain and are equipped with the standard driver of the operating system, are displayed automatically.



1. Select a destination computer and then scan and send a document from the machine.
2. Originals are sent.

System Requirements

To use the WSD Scan function, a computer running with Windows 7 SP1, Windows 8, Windows 8.1, Windows Server 2008 R2 SP1, Windows Server 2012, or Windows Server 2012 R2 is required.

Before Using the WSD Scan

To use the WSD Scan function, you must specify the following settings:

Connect the Machine to a Network (See "Network Environment Setup Procedures.")


NOTE

If you change the network settings, you need to restart the machine. For instructions on restarting the machine (turning the main power switch OFF, and then ON), see "Slå på strömmen."

Connect a Computer to a Same Domain as the Machine

Set [Department ID Management] to 'Off' (See "Ange Hantering av avdelnings-ID.")


Set [Use WSD Scan Function] to 'On'

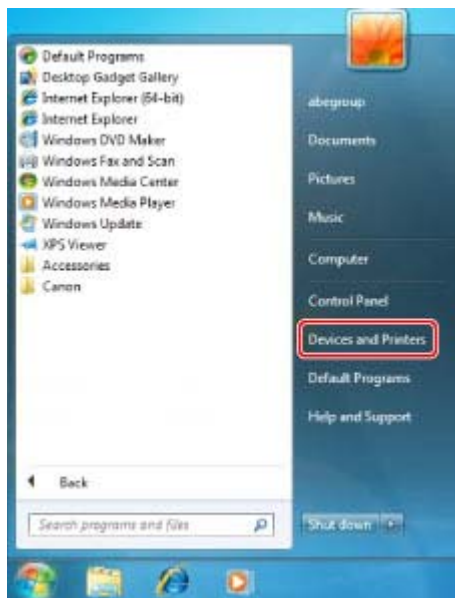
1. Press  (Settings/Registration).
2. Press [Preferences] → [Network] → [TCP/IP Settings].
3. Press [WSD Settings].
4. Press [On] for <Use WSD Scan Function>.



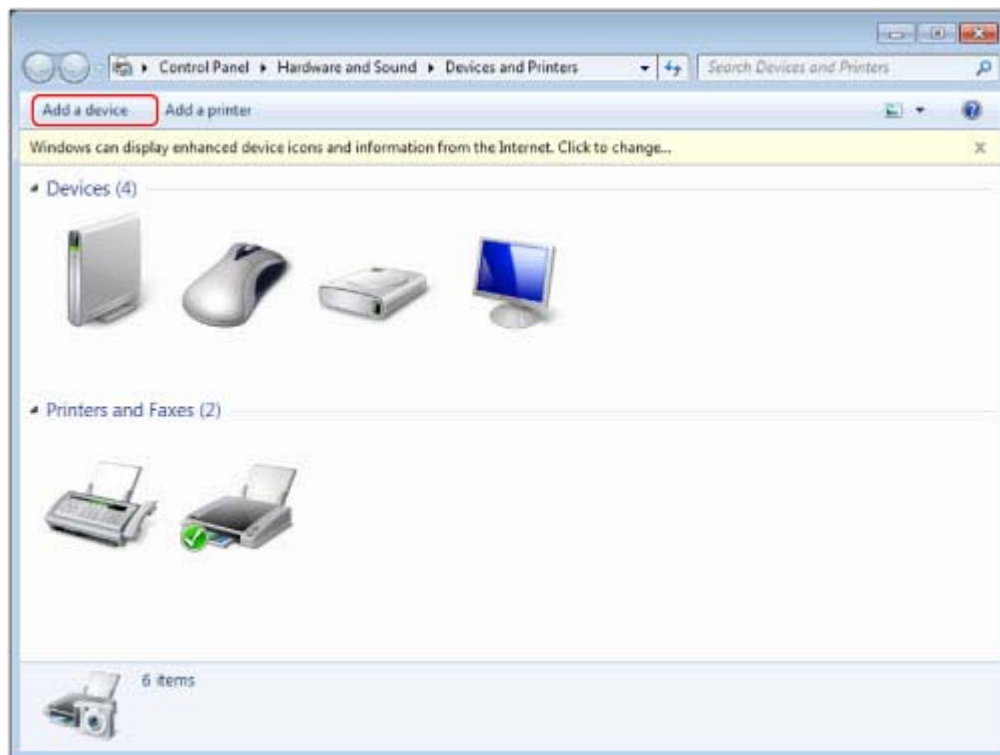
5. Press [OK] → [Close].

Install a Driver Which Supports WSD Scan Function

1. For Windows 7, click  (Start) → [Devices and Printers].
For Windows 8, place the cursor on the top right (bottom right) of the desktop → select [Settings] → [Control Panel] → [View devices and printers] for [Hardware and Sound].



2. Click [Add a device].



3. Select this machine from the displayed list → click [Next].

IMPORTANT

If the firewall setting is set to 'On', this machine may not be displayed. In this case set the firewall setting to 'Off'.

If the ACCESS MANAGEMENT SYSTEM function is enabled, you can not use the WSD Scan function.

Scanning from a feeder may stop due to the internal operations of the Windows operating system. In this case, wait for a while and try again.

Scan Features of the WSD Scan

This section describes how to use the scan function of the WSD Scan.

IMPORTANT

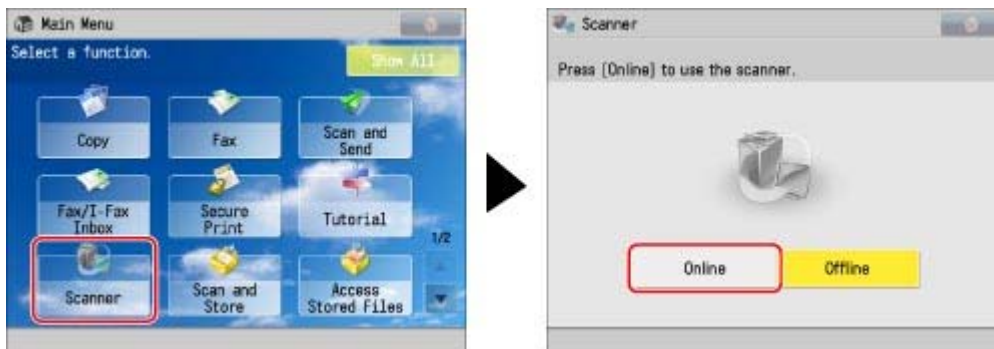
You can only perform a WSD scan under the following conditions:

- Paper size: A4
- Colour mode: Colour
- Resolutions: 300 dpi (fixed setting)
- File format: BMP, JPEG, PNG, TIFF

1.

Press [Scanner] → [Online].

Set the scan function of the machine to online.

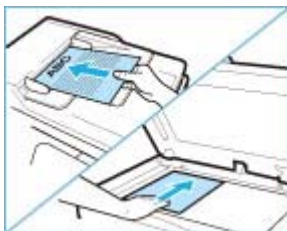


NOTE

If [Scanner] is not displayed on the Main Menu screen, press [Show All].
When [Online] is selected for [Scanner], if the operation conflicts with other operations from the scanner driver, the earlier operation will be processed first.

2.

Place your originals.



IMPORTANT

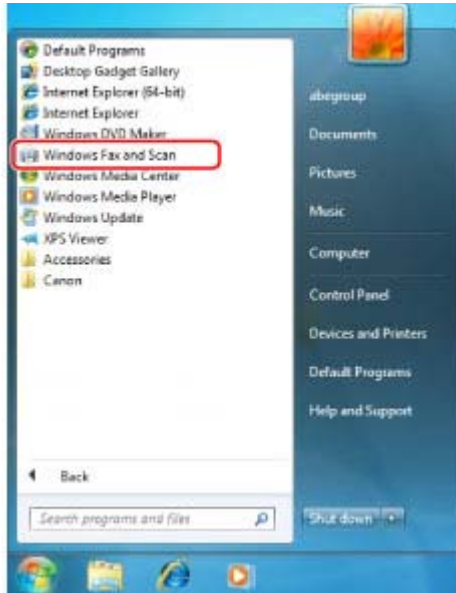
You cannot scan 2-sided originals even if you are using a feeder. Scan each side of a two-sided original separately.

NOTE


For instructions on placing originals, see "[Placera original.](#)"

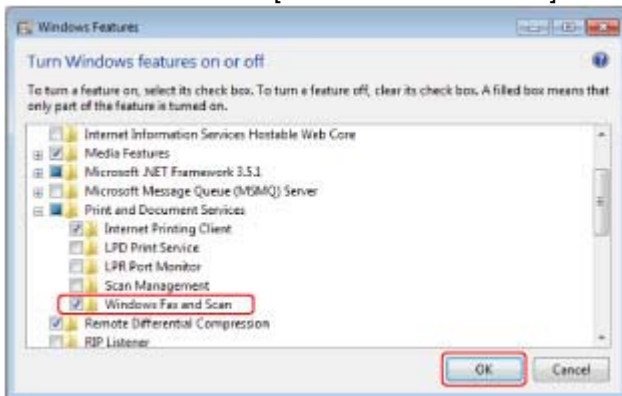
3.

For Windows 7, click  (Start) on a computer → [All Programs] → [Windows Fax and Scan]. For Windows 8, place the cursor on the top right (bottom right) of the desktop → select [Search] → enter [Windows Fax and Scan].

**NOTE**

If [Windows Fax and Scan] is not displayed in Windows 7, follow the procedures below.

1. Click  (Start) → [Control Panel] → [Programs] → [Turn Windows features on or off] → [Print and Document Services].
2. Clear the check box for [Windows Fax and Scan] → click [OK].

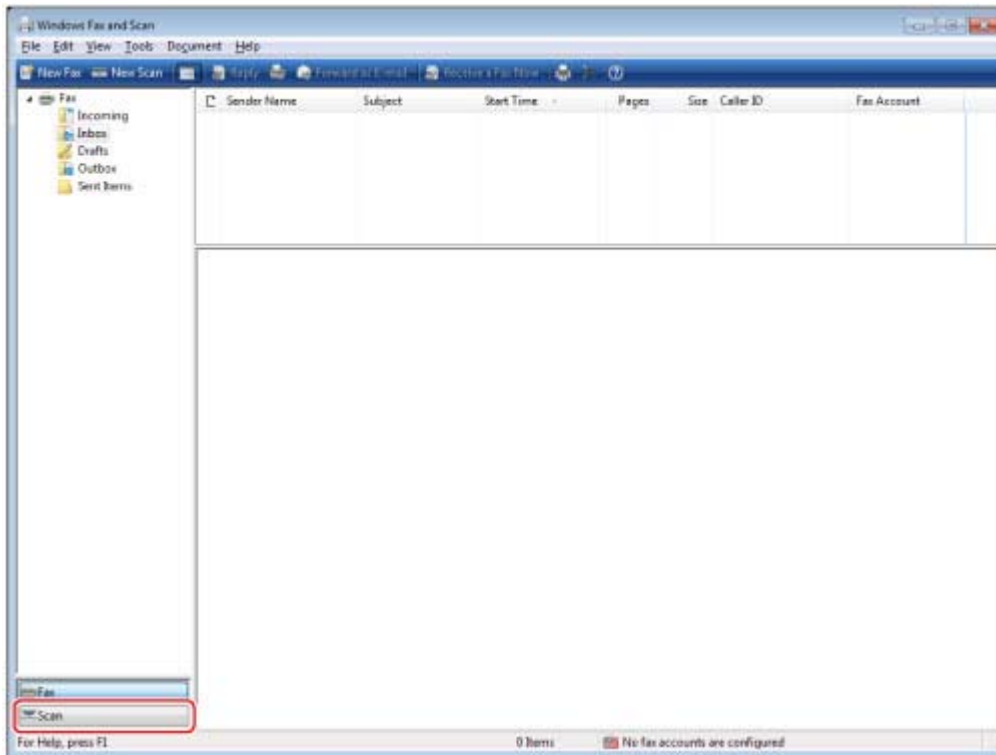


3. Restart the computer.
4. Follow the same steps and select [Windows Fax and Scan] → click [OK].

For information on functions of the Windows operating system, see the manual provided with the operating system, or contact Microsoft.

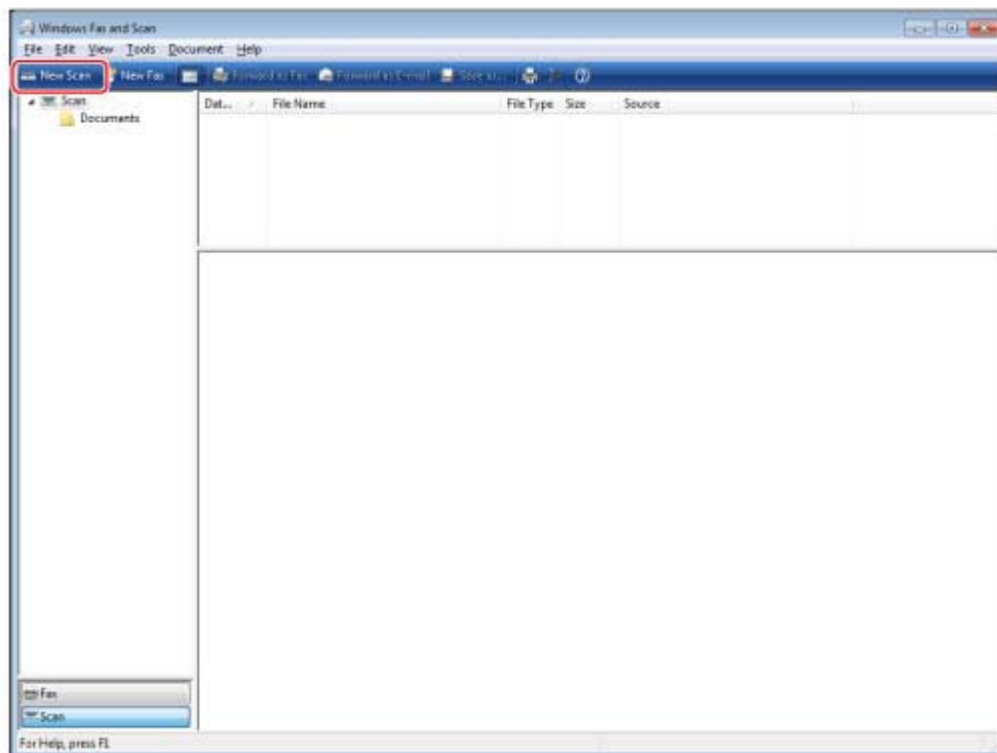
4.

Click [Scan].



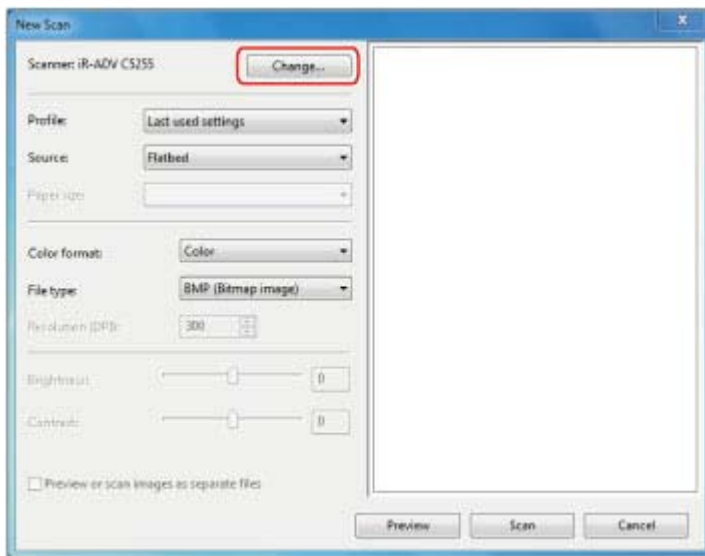
5.

Click [New Scan].



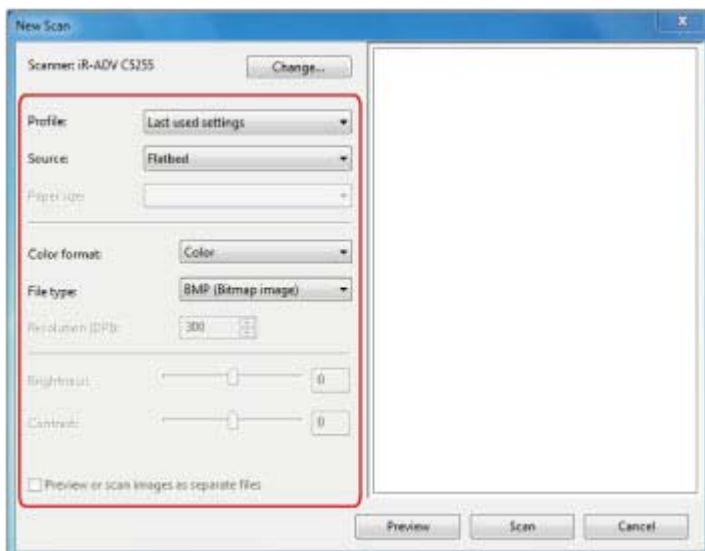
6.

Click [Change] → select this machine as a scanner → click [OK].



7.

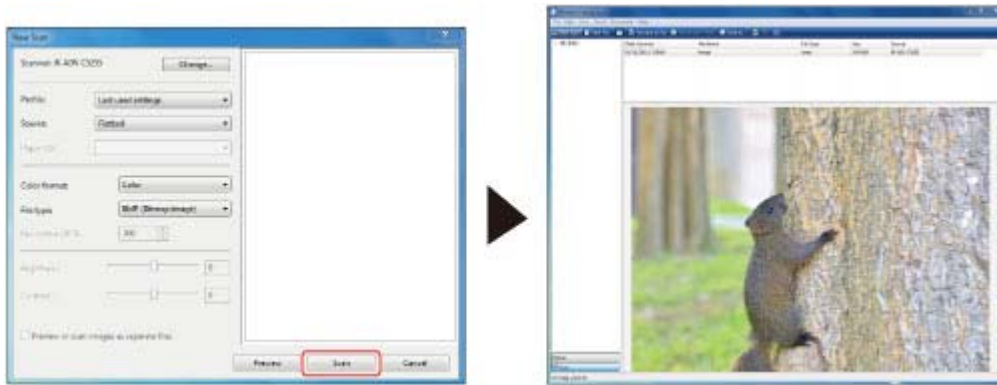
Specify each setting.



- [Profile]: If you scan text originals, select [Document], or select [Photo] for scanning photos.
- [Source]: If you are using a feeder, select [Feeder (Scan one side)], or select [Flatbed] if you are using the platen glass.
- [Paper size]: Select A4
- [Color format:] [Color] is set.
- [File type]: Select from BMP, JPEG, PNG, and TIFF.
- [Resolution]: "300" is set.

8.

Click [Scan].



Scanned originals are displayed on the list.

NOTE

Scanned files are stored in the [Scanned Documents] folder in [Documents].
If you click [Preview], the scanned file is displayed, but it is not stored in a computer.

Send Features of the WSD Scan

This section describes how to use the send function of the WSD Scan.

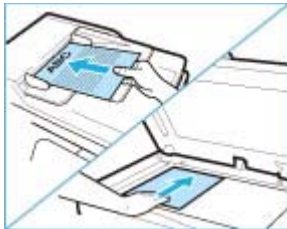
IMPORTANT

You can only perform a WSD scan under the following conditions:

- Paper size: A4
- Colour mode: Colour
- Resolutions: 300 dpi (fixed setting)
- File format: BMP, JPEG, PNG, TIFF

1.

Place your originals.



IMPORTANT

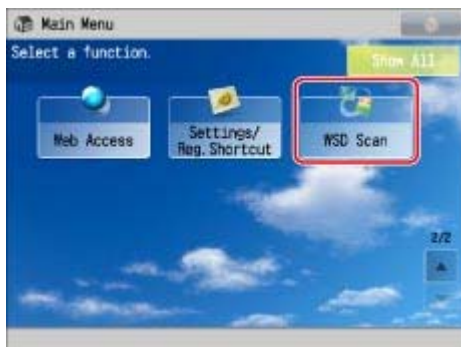
You cannot scan 2-sided originals even if you are using a feeder. Scan each side of a two-sided original separately.

NOTE

For instructions on placing originals, see "[Placera original.](#)"

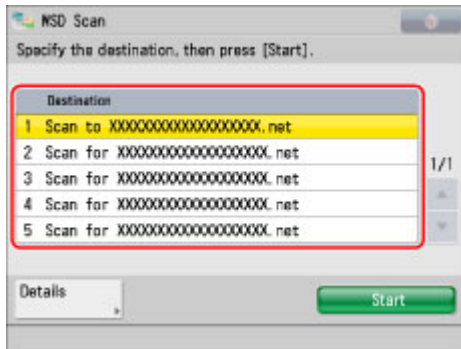
2.

Press [WSD Scan].



3.

Select the destination.



Computers in the same domain in which the driver for the WSD Scan function is installed are listed. Select the desired destination.

4.

Press [Start].

If the destination [Scan to "computer name"] is selected:

A screen prompting you to select a programme appears on the computer screen. Scanning is complete after selecting the programme.

If the destination other than [Scan to "computer name"] is selected:

Windows Explorer starts and a scanned file is displayed on the computer screen.

NOTE

Up to 40 destinations are displayed.

You cannot use [Send for OCR to "computer name"] when selecting the destination. If you want to use the OCR function, see "[Sökbar PDF/XPS/OOXML.](#)"