XEROX®

CentreWare **Release 7.0**

Xerox Desktop Scanning User Guide (Windows)

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Installation

1

The Xerox WIA (Windows Image Acquisition) driver for Microsoft Windows provides you with a method to quickly scan simple jobs at Xerox WorkCentres or WorkCentre Pros and retrieve the images at your PC desktop.

TWAIN is an industry standard for applications that interface with scanning devices. The TWAIN driver for Microsoft Windows 2000/XP/Vista provides scanning from WorkCentre products to applications that are compliant with the TWAIN standard.

The Xerox Scan Utility provides a way for you to control and manage image files scanned to your computer. Tasks that you can do with it include creating scanning templates, viewing scanned images, and deleting or copying image files. The Xerox Scan Utility is installed with the scanning driver.

This chapter includes:

- Installation Requirements on page 1-2
- Driver Installation on page 1-3
- Configuring the Driver on page 1-5

Installation Requirements

The following are required for installing the WIA and TWAIN drivers:

- WIA Driver: The workstation must be running the Microsoft XP Professional, XP, Windows Server 2003, or Vista operating system.
- TWAIN Driver: The workstation must be running the Microsoft Windows 2000, XP Professional, XP, Windows Server 2003, or Vista operating system.
- You must possess Administrator rights on the workstation to install the driver.
- Domain and local user accounts are supported.

    Note: Some older WorkCentres do not support domain accounts.

- The workstation must have TCP/IP enabled.
- Simple File Sharing must be disabled on the workstation to allow for proper device authentication.
- The WorkCentre must be connected, configured, and functioning as a network scanner with TCP/IP and HTTP enabled.
- The WorkCentre must be configured with the SNMP GET community string set to "public" or the driver will not detect the device properly.
- For WorkCentres that support the Scan Template Management Service, you must enable this service on the device. SSL must be enabled on the device prior to enabling the Scan Template Management Service.

Note: Windows XP Professional Service Pack 2 has Windows Firewall turned on by default, or your site may have Windows Firewall enabled for security reasons. If Windows Firewall is enabled, you must set up Exceptions for print and file sharing to ensure that scanning with the driver works properly.

Driver Installation

This section covers installation of both the WIA and TWAIN drivers.

Note: During installation of the driver, the Xerox Scan Utility software is automatically installed.

Obtaining the Installation Files

The scan driver is available on the Print and Fax Drivers CD-ROM provided with your Xerox product. It is also available on the Internet from www.xerox.com/drivers.

Installing the Driver

If the driver is not installed automatically upon download, follow the steps below.

1. Open the Windows Control Panel.
   - For Windows XP Category view, choose **Printers and Other Hardware**.
   - For Windows XP Classic view, continue with step 2.
   - For Windows Vista Control Panel Home, choose **Hardware and Sound**.
   - For Windows Vista Classic view, continue with step 2.
2. Open **Scanners and Cameras**.
   - For Windows 2000, click **Add**.
   - For Windows XP, click **Add an imaging device**.
   - For Windows Vista, click **Add Device**. On the **User Account Control** dialog, click **Continue**.
3. The **Scanner and Camera Installation Wizard** opens. Click **Next**.
4. Click **Have Disk** and browse to the location of the **Windows Scan** installation files.
5. Click the appropriate .inf file for the WorkCentre, and then click **Open** and **OK**.
6. Select either the TWAIN or WIA WorkCentre/Pro Scanner from the model list. Click **Next**.

   For Windows 2000, choose a port type. Select "Automatic Port Select" and click **Next**.

   Note: Installing the TWAIN driver and the WIA driver on the same system can lead to unexpected results when using the Xerox Scan Utility. If both drivers are installed, templates created for the Xerox Scan Utility will send all jobs to the last driver installed.

   To work around this, use the Property page of each driver to create driver-specific templates. Using the driver's Property page causes a _WIA or _TWAIN prefix to be added to the template name. This allows you to select driver specific templates when scanning. For more information, see Creating a Driver Specific Template on page 3-2.

7. Accept the default scanner name or enter a new name. Click **Next**.
8. Click **Finish**.
9. If a Security window appears, continue with the installation.

10. For Windows XP/Vista, the **Hardware Update Wizard** opens. Click **Next**.

For Windows 2000, a dialog box opens.

11. Type the Host Name or IP Address of the desired scanner. If you do not identify a specific scanner at this time, you can select one on the **Administrator Options** tab in driver properties. Click **Confirm**.

12. For Windows XP, if prompted, select **Yes** to disable Simple File Sharing.

13. Click **Next**, and then click **Finish** to complete the installation.

14. Reboot your computer to finish the installation.

Windows Server 2003 Additional Installation Instructions

After installation the WIA service must be configured to automatically start and use the Local System Account on Windows Server 2003.

1. Open the Windows Control Panel.

2. Open **Administrative Tools**.

3. Open **Services**.

4. Locate and double-click **Windows Image Acquisition (WIA) Properties**.

5. On the **General** tab, for the **Startup type**, select **Automatic**.

6. On the **Log On** tab, for **Log on as**, select **Local System account**.
Do not select **Allow service to interact with desktop**.

7. On the **General** tab, click **Start** to activate the WIA service. Note that the service will now automatically start whenever the server is rebooted.

8. Click **OK** to close the **Windows Image Acquisition (WIA) Properties** window

9. Close any remaining open windows.

For additional background information, consult the Microsoft bulletin located at:
http://support.microsoft.com/kb/812519.

Configuring the Driver

Once you install the driver, either WIA or TWAIN, you must establish your user profile. You should be logged onto the computer with your personal Windows user account when you establish your profile. Common names such as Administrator or Guest cannot be used.

To set your profile and access driver properties:

1. Open the Windows Control Panel.
   - For Windows XP Category view, choose **Printers and Other Hardware**.
   - For Windows XP Classic view, continue with step 2.
   - For Windows Vista Control Panel Home, choose **Hardware and Sound**.
   - For Windows Vista Classic view, continue with step 2.
2. Open **Scanners and Cameras**.
3. Right-click the scanning icon for the WorkCentre and choose **Properties**.
4. Select the **User Settings** tab. This tab displays the default name for your scan template. A scan template is automatically created on the device and is named based on your Windows logon name concatenated with the PC name, and an optionally defined suffix. Any existing templates of the same name will be overwritten.

   Note: On some devices, the template name begins with an "@" symbol.

   Optional Suffix: If you would like an identifying suffix added to the template name, such as your initials, type it in the **Optional Template Suffix** field.

5. Select the **Scan Options** tab and select default settings for your scan template. Any of these settings can be overridden directly at the WorkCentre.
   - **Output Color**: Select whether you want scanned documents saved in color or black and white.
   - **Document Format**: Select the file format in which your scanned documents should be saved.
     - **JPG**: A graphic format ideal for complex pictures or photographs. Each document page becomes a separate JPG image. (Color scanners only.)
     - **TIFF**: A file format for bitmap images; simulates grayscale shading. Each document page becomes a separate TIFF image.
     - **Multi-Page TIFF**: TIFF file output in which all pages of a document are scanned into a single file.
     - **PDF**: A universal file format that preserves all fonts, formatting, graphics, and color in a source document regardless of the application and platform used to create it. All pages in the document are saved in a single file.
   - **Sides to scan**: Select whether your original document is one-sided or two-sided.
   - **Resolution**: The resolution setting affects the amount of detail reproduced on scanned images.
   - **Original Size**: When scanning a document you can specify a particular scan size. This enables you to scan only a specific portion of a document page.

6. If a device was not selected during the installation of the driver, the device host name or IP address can be set using the **Administrator Options** tab.

Note: Note that you can only change the host name if one was not specified during the installation. Once a valid host name is entered, changes are not permitted.

Enter the host name or the IP address of the device you want to configure.

7. Click **OK** when finished. All templates created from that PC will be updated and configured to work with the new device.

Scanning

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This chapter includes:

Overview

To scan using the driver:

1. Your PC must be turned on and you must be logged on using the same user account you used when you created your user profile.
2. At the device, select **All Services > Network Scanning**, then select the template.
3. If prompted at the WorkCentre touch screen, enter the user name and password for your Windows account.
4. Import the scanned image into an application using an import or insert option.

Using the Xerox Scan Utility to Retrieve Images

Use the **Scan to Email** or **Copy to Folder** tabs in the Xerox Scan Utility to view and retrieve scanned images. You can save the images to a folder or include the images as attachments to email messages.

This section includes:

n Scanning to Email on page 2-2
n Copying to a Folder on page 2-4
n Deleting Image Files from the Xerox Scan Utility on page 2-8

Scanning to Email

When sending scanned images as attachments to email, you can use an email profile that has been saved with specific settings, or you can attach scanned images to an email and select new settings without using a saved profile.

Note: The supported Email clients are Microsoft Outlook and Outlook Express.

Using an Email Profile When Sending Scanned Images as Attachments

To send scanned images as attachments in an email using an email profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan to Email** tab.
3. Select one or more images you want to send in an email.
4. Select the profile you want to use from the **Email Profiles** drop-down list.

   The fields for **Base Attachment Name**, **To**, **CC**, **Subject**, and **Message** display information that applies to the saved profile.

5. If desired, enter a different name in the **Base Attachment Name** field. The Xerox Scan Utility adds those characters to the beginning of the file name. The Xerox Scan Utility also adds the scan date and time information for each image to the end of the file name.

> **Note:** For example, if you scan an image at 10:15:07 AM on April 27, 2007 as a PDF, and then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2007-04-27_10-15-07.pdf**.

6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.

7. If desired, make additional changes to the email message, and then send the email.

See also:

Managing Scan Templates on page 3-1
Managing Folder and Email Profiles on page 4-1

Selecting New Email Settings When Sending Scanned Images as Attachments

To send scanned images as attachments in an email without using a profile:

1. Access the Xerox Scan Utility on your computer:

Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan to Email** tab.

3. Select one or more images you want to send in an email.

4. Enter a name in the **Base Attachment Name** field. The Xerox Scan Utility adds those characters to the beginning of the file name.

5. Enter the appropriate email information in the **To**, **CC**, **Subject**, and **Message** fields.

6. Click the **Copy to Email** button to open your email application. The selected images are attached to the email.

7. If desired, make additional changes to the email message, and then send the email.

See also:

Managing Scan Templates on page 3-1
Managing Folder and Email Profiles on page 4-1

Copying to a Folder

When copying scanned images to a folder, you can use a folder profile that has been saved with specific settings, or you can send scanned images to a folder and select new settings without using a saved profile.

Using a Folder Profile When Copying Scanned Images to a Folder

You can create a folder profile to save folder information that you frequently use. To copy scanned images to a folder using a folder profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Copy to Folder** tab.
3. Select one or more images you want to copy to a folder.
4. Select the profile you want to use from the list displayed in the **Folder Profiles** field drop-down list.
5. If desired, enter a different name in the **Base File Name** field and select a new folder location. The Xerox Scan Utility adds those characters to the beginning of the file name. The Xerox Scan Utility also adds the scan date and time information for each image to the end of the file name.

   Note: For example, if you scan an image at 10:15:07 AM on April 27, 2007 as a PDF, and then enter the new file name **report** in the **Base Attachment Name** field, the actual file name becomes: **report_2007-04-27_10-15-07.pdf**.

6. Click the **Copy to Folder** button to copy the selected images to the folder.

See also:

Selecting New Folder Settings When Copying Scanned Images to a Folder

To copy scanned images to a folder without using a profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Copy to Folder** tab.

3. Select one or more images you want to copy to a folder.

4. Enter a name for the image in the **Base File Name** field. The Xerox Scan Utility adds those characters to the beginning of the file name. The Xerox Scan Utility also adds the scan date and time information for each image to the end of the file name.

5. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.

6. Click the **Copy to Folder** button to copy the selected images to the folder.

See also:

Importing Images into an Application

Images scanned to your computer can be imported into applications on your computer.

Importing Scanned Images into a Windows Application (TWAIN)

To import images into an application for Windows 2000, Windows XP, and Windows Server 2003:

1. Open the file in which you want to place the image.

2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:

    a. Select **Insert**.

    b. Select **Picture**.

    c. Select **From Scanner or Camera**.

    d. Select the scanner, and then click the **Custom Insert** button.

The window displays thumbnails of the images in the folder. The date and time that the image was scanned appears below each thumbnail.

    n   If you move your mouse over the thumbnail, a pop-up message displays information including the resolution and size of the image file.

    n   If you recently scanned an image and do not see it displayed, click the **Refresh** button.

3. Select the image you want to import. Some applications allow you to import multiple images:

    n   To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.

    n   To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.

4. Click the **Retrieve** button. A copy of the image is transferred to the location in your application. If you want to delete the images you selected, click the **Delete** button.

Note: For more information, click the **Help** button to view online help.

Using the WIA Image Manager in a Windows Application

You can import images that you scanned from the product to your computer into an application using the WIA Image Manager on Windows XP and Windows Server 2003.

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
   a. Select **Insert**.
   b. Select **Picture**.
   c. Select **From Scanner or Camera**.
   d. Select the scanner, and then click the **OK** button.
3. In the **Get Pictures from WIA** window, open the folder to view thumbnails of the images. The filename appears below each thumbnail.
4. To see details of an image file:
   a. Select the image.
   b. Click **View picture information**. The **Properties** dialog box displays information about the file size and the date and time that the image was scanned.
   c. Click the **OK** button to close the dialog box.
5. Select the image you want to import. Some applications enable you to import multiple images:
   - To select more than one image, hold down the **Ctrl** key on your keyboard as you select each image.
   - To import all of the images in the folder, select the **Edit** menu, and then select **Select All**.
6. Click the **Get Pictures** button.

   A copy of the image is transferred to the location selected in your application.

   Note: If you want to delete the images you selected, click the **Delete** button.

Deleting Image Files from the Xerox Scan Utility

Scanned images displayed in the Xerox Scan Utility are stored on your computer's hard drive.

To delete scanned images that are no longer needed from the Xerox Scan Utility:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan to Email** or **Copy to Folder** tab.
3. Select the images you want to delete.
4. Click the **Delete Scanned Image** button.

Managing Scan Templates

3

This chapter includes:

You can create scan templates that contain specific settings, such as file type, resolution, and original size. You can choose to retain thumbnail images in the Xerox Scan Utility, or you can select a folder destination, so that when images are scanned, they are automatically copied into a designated folder.

Note: If you do not create a template, the system generates default file names for scanned images using the date and time the image was scanned and the application extension. The filename format is *yyyy-mm-dd_hh-mm-ss.xxx*.

To set or change the system's date and time, use the control panel or CentreWare IS.

Creating a Driver Specific Template

Use the following procedure to create either a TWAIN or WIA driver template.

Note: For Windows XP, select **Classic Look** so that the procedure steps match the steps below. To select Classic Look, click **Start**, click **Control Panel**, and then click **Taskbar and Start Menu**. Select the **Start Menu** tab, and then select the **Classic Start menu**. Click **OK**.

1. Open the Windows Control Panel.
2. Open **Scanners and Cameras**.
3. Right-click either the TWAIN scanner or the WIA scanner, and then select **Properties**. The driver's **Properties** window opens.
4. Click the **Scan Options** tab, and then set the desired scan settings.
5. Click the **User Settings** tab.
6. Click **OK** to save the template.

Your template is ready to use.

Using the Xerox Scan Utility to Manage Templates

The Xerox Scan Utility enables you to control and manage image files scanned to your computer. You can also create several templates to use when scanning images to your computer.

Creating a Template with an Image View Setting

To create a new Xerox Scan Utility template or edit an existing template with the option to retain thumbnail images in the Scan to Email or Copy to Folder tabs:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color**, **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.

3. Select the **Preview image in Xerox Scan Utility** option to view the scanned image in both the **Scan to Email** or **Copy to Folder** tabs. From these tabs you can select the appropriate folder or email profile settings to use with your scanned images.

4. Select one of the following options:

   - To create a new template for the settings you select, enter the name for the new template in the **Saved Templates Settings** field.
   - To edit an existing template with the settings you selected, select a template from the list displayed in the **Saved Templates Settings** drop-down list.

5. Click the **Save** button to save the settings for the new or revised template.

Creating a Template to Scan Images Directly to a Folder

To create a template that places scanned images in a specific folder destination:

1. Access the Xerox Scan Utility on your computer:

Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan Settings** tab, and then select the settings you want to use with the template: **Color**, **Black and White**, **Original Size**, **Resolution**, **Original Type**, **File Format**, and **Sides to Scan**.

3. Select the **Send image directly to folder** option to send the scanned images directly to a designated folder without first viewing the images. Enter information in the following fields:

   a. To create a unique file name for the scanned images, enter a file name in the **Base File Name** field. The images are saved with the date and time each image was scanned added to the name.

   b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.

   c. Select one of the following options:
- Leave the **Save a copy in Xerox Scan Utility** option checked. This enables thumbnail views of the scanned images to remain in the **Copy to Folder** or **Scan to Email** tabs. This is the default setting.
- Remove the check mark in the **Save a copy in Xerox Scan Utility** option. This deletes thumbnail views of the scanned images.

4. Select one of the following options:
- To create a new template for the settings you selected: Enter the name for the new template in the **Saved Templates Settings** field.
- To edit an existing template with the settings you selected: Select a template from the list displayed in the **Saved Templates Settings** drop-down list.

5. Click the **Save** button to save the settings for the new or revised template.

See also:

Creating Unique Image File Names

When each image is scanned, it is saved with a default file name indicating the date and time the image was scanned. The file name displays the format *yyyy-mm-day_hh.mm.ss.xxx* representing *year-month-date_hour.minute.second.file type extension*.

For example, the filename **2007-07-01_13-45-15.pdf** indicates that the image was scanned on July 1, 2007, at 1:45:15 PM and is a PDF file.

When you assign a new name to scanned images, the images display the new name with the date and time each image was scanned added to the name. See the following two examples:

n   If you enter the name **report** as the new name for an image that was scanned at 1:45:15 PM on July 1, 2007, the new image name becomes **report_2007-07-01_13-45-15.***xxx*.

n   If you enter the name **report** for several images that were scanned at varying times on July 1, 2007, the new names become **report_2007-07-01_13-45-15.***xxx*, **report_2007-07-01_13-45-25.***xxx*, and **report_2007-07-01_13-47-32.***xxx*. The date and time information is unique for all scanned images.

Deleting Templates

To delete a template:

1. Access the Xerox Scan Utility on your computer:

    Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan Settings** tab.

3. Select the template you want to delete in the **Saved Template Settings** drop-down list.

4. Click the **Delete** button.

5. When prompted, confirm that you want to delete the template.

Managing Folder and Email Profiles

4

This chapter includes:

With the Xerox Scan Utility, you can create profiles to reuse when sending scanned images as email attachments or when copying scanned images to specific folders. Profiles eliminate the need for re-entering the same email or folder destination information.

Creating or Editing Email Profiles

To create or revise an email profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan to Email** tab.

3. Select one of the following options:

   - To create a new profile: Enter the name for the new profile in the **Email Profiles** field.
   - To edit an existing profile: Select a profile from the list displayed in the **Email Profiles** drop-down list.

4. To create a unique name for one or more of the scanned images in the thumbnail view:

   a. Select the images, and then enter a file name in the **Base Attachment Name** field.

   b. Enter the appropriate information in the **To**, **CC**, **Subject**, and **Message** fields.

5. Click the **Save** button to save the settings for the new or revised profile.

Note: When you enter a new file name for images in the **Base Attachment Name** field, and the profile is saved, the new file name displays the name you entered and the unique date and time each image was scanned.

Deleting Email Profiles

To delete an email profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Scan to Email** tab.

3. Select the profile you want to delete in the **Email Profiles** drop-down list.

4. Click the **Delete** button.

5. When prompted, confirm that you want to delete the profile.

Creating or Editing Folder Profiles

To create or revise a folder profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Copy to Folder** tab.

3. Select one of the following options:
   - To create a new profile: Enter the name for the new profile in the **Folder Profiles** field.
   - To edit an existing profile: Select a profile from the list displayed in the **Folder Profiles** drop-down list.

4. To create a unique name for one or more of the scanned images in the thumbnail view:

   a. Select the images, and then enter a file name in the **Base File Name** field.

   b. Enter the folder path where you want to save the file in the **Save To** field, or click the **Browse** button to locate the folder.

5. Click the **Save** button to save the settings for a new or revised profile.

Note: When you enter a new file name for images in the **Base File Name** field, and the profile is saved, the new file name displays the name you entered and the unique date and time each image was scanned.

Deleting Folder Profiles

To delete a folder profile:

1. Access the Xerox Scan Utility on your computer:

   Right-click the Xerox Scan Utility icon on the taskbar, and then select **Xerox Scan Utility**. If the icon does not appear in the taskbar, click **Start**, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. Select the **Copy to Folder** tab.

3. Select the profile you want to delete in the **Folder Profiles** drop-down list.

4. Click the **Delete** button.

5. When prompted, confirm that you want to delete the profile.

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