XEScan Customer Training Guide

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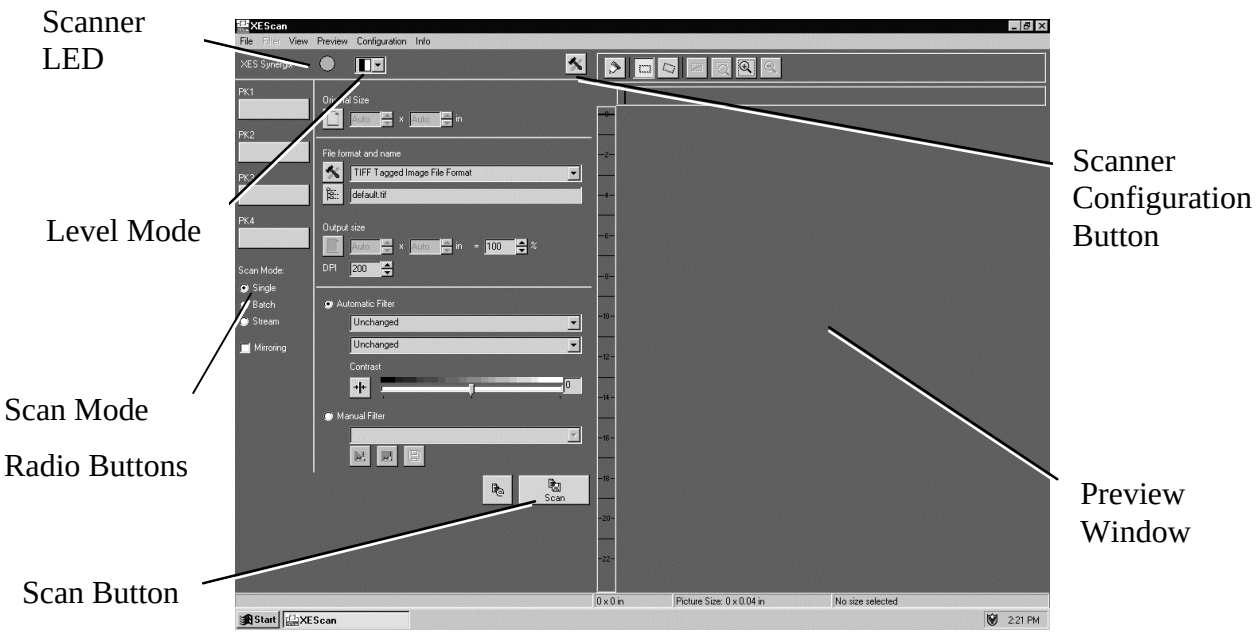
XEScan Overview

This guide is intended to assist the customer in learning to use the XEScan software application by leading the customer through a number of scenarios. This guide is only a starting point. Other resources for information are the Operator Manual and the online Help files.



The XEScan Application Window

The figure shows the XEScan application. Several icons and menus are identified.

Making the first scan

In this first section, the basic settings for making a scan are described. It is recommended that you read this section first.

The scanner status LED

On the XEScan application window, to the right of the scanner name, is a round circle that may be filled with any of these colors: green, yellow, red, or black. This shall be referred to as the **scanner LED**. It is the indication in the application of the scanner status. Before you can make your first scan, please check the scanner LED color.

Scanner LED Color	**Status**	**Analysis**
Green	The scanner is ready.	Continue to use the scanner.
Yellow	The scanner is busy.	The scanner is warming up or changing modes. Wait a minute for the scanner to be ready.
Red	The scanner is connected to the computer, but there is a problem.	Wait a minute for the scanner to be ready. Click on **Info > Scanner help** for help resolving this problem.
Black	The scanner is not connected to the computer.	Check that the scanner is connected to the computer and that the scanner power is on. Click on **Info > Scanner help** for help resolving this problem.

The Preview Window

The application window should appear as one big window. In the left half of the window are a lot of buttons and controls, in the right half of the window is the preview window, empty at this moment.

If you don't see the preview window or if the application is divided into two windows, proceed as follows:

1. Click on the menu item "View".

2. The menu item "Preview" appears, please click on this item.

3. The choices displayed are:
    on
    off
    Floating

4. Click on "on".

If the preview area is not empty, please proceed as follows:

1. Go to the menu item "File" and open it.

2. The choices displayed are:
    Scan into File
    Scan into email mode
    Presets
    Reset
    Exit

3. Please click on "Reset", the preview image will disappear. The preview area is empty.
    Note: This solution only applies to the first preview. Subsequent previews do not disappear.

Configuring the scanner

Please make sure that the scanner is correctly configured. To find the appropriate button for setting the configuration, hover on the button at the top of the left half of the window with the cursor. A note appears displaying, "Scanner configuration".

1. Click the "Scanner configuration" button.

2. Click in the box labeled "Centered" if it is not already selected.

3. Under Scan speed the "Max data rate" must be set to **5 MB/s**.

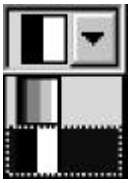
4. Under Scan speed the "Max. speed" must be set to **max ips**.

Note: The maximum data rate settings may need to be decreased if the PC does not meet the minimum hardware requirements. Using the "Help" button in lower left of this window will open the "Scanner Help," where you can find further information.

Choosing the Level mode

At the left side of the "Scanner configuration" button, find a small dropdown menu.

Select in this menu whether to scan in grayscale mode or in black and white mode. Black and white mode is indicated by a black and white square, the grayscale square stands for the grayscale mode. We want to make a black and white scan. Please click on the black and white square.



Choosing the Single mode

On the left side of the window, under the four preset keys, find the settings for the Scan mode. We want to make a single scan. Please click on the "Single" radio button so it is selected.

Choosing length and width

Click the button under "Original Size". A popup window will appear, containing common sizes. In this case, assume the size of the original is unknown. Select "Automatic width detection". Click the "Original Size" button again and select "Automatic height detection". This makes it easy to scan if we do not know the original size.

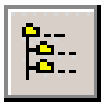
After selecting, under Original Size you will see "Auto" x "Auto", indicating that the automatic width and height detections are activated.

Choosing the file format

Under "File format and name" is a dropdown menu containing different file formats. Please click on "TIFF Tagged Image File Format", we want to use this file format in this case.

Selecting the directory for scanned files

In the "File format and name" section of the window you will find a button with a directory tree view. Upon hovering on this button with the cursor, you will see a hint, saying "change directory and filename". Click this button and the "File save as" dialog appears. Choose the folder in which you want to save your scan, name the file "myscan", click "Save" and exit this window.



Output Size and Scaling

If you change the original size, the output size will change too. In the percentage field, we can enter a scaling factor to enlarge or reduce the output size. Please leave it unchanged, its value should be 100%.

Output DPI

The output DPI depends on your tasks. Please check that its value is 200. This is the proper value for all exercises.

Choosing the automatic mode

Check that the radio button to the left of "Automatic Filter" is marked.

Open the first dropdown menu. Choose the base type of your original; in this case please choose "Photo".

Once the first dropdown menu is selected, open the second drop down list. Choose the sub-document type; in this case choose "Normal".

Preview

Insert the document so it is centered in the scanner. If a problem occurs, refer to the "Hardware Help".

Before scanning to a file, we want to preview the scan. Proceed as follows:

1. Go to menu item "Preview" and open it.

2. Here you can choose between:

   Scan preview
   Automatic deskew
   Set AOI/Cropping
   Edit AOI
   Reset AOI Setting
   Apply filtering
   Zoom to AOI/Cropping
   Zoom in
   Zoom out

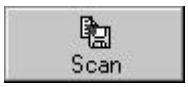
3. Click on the item "Scan preview".

4. The document is scanned and the result is shown in the right part of the window.

Performing the scan

After all this settings are made, we are ready for the first scan.

The big "Scan" button must be green, indicating that we can scan.



If the "Scan" button is red, hover over the Scan button with the cursor and a "hint" may indicate what is wrong. Until the Scan button is green, a scan cannot be performed.

Click on the green "Scan" button. The original is scanned and a file is created on the hard drive.

Making a grayscale scan

In this section, we make a grayscale scan with background correction.

Please insert your document in the scanner. If problems occur, please refer to the "Hardware Help".

Please check the following:

The scanner status LED

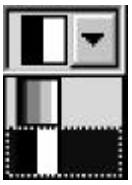
On the XEScan application window, to the right of the scanner name, is a round circle that may be filled with any of these colors: green, yellow, red, or black. This shall be referred to as the **scanner LED**. It is the indication in the application of the scanner status. Before you can make your first scan, please check the scanner LED color.

Scanner LED Color	**Status**	**Analysis**
Green	The scanner is ready.	Continue to use the scanner.
Yellow	The scanner is busy.	The scanner is warming up or changing modes. Wait a minute for the scanner to be ready.
Red	The scanner is connected to the computer, but there is a problem.	Wait a minute for the scanner to be ready. Click on **Info** > **Scanner help** for help resolving this problem.
Black	The scanner is not connected to the computer.	Check that the scanner is connected to the computer and that the scanner power is on. Click on **Info** > **Scanner help** for help resolving this problem.

Choosing the Level mode

At the left side of the "Scanner configuration" button, find a small dropdown menu.

Select in this menu whether to scan in grayscale mode or in black and white mode. Black and white mode is indicated by a black and white square, the grayscale square stands for the grayscale mode. We want to make a grayscale scan. Please click on the grayscale square.



Choosing the Single mode

On the left side of the window, under the four preset keys, find the settings for the Scan mode. We want to make a single scan. Please click on the "Single" radio button so it is selected.

Choosing length and width

Click the button under "Original Size". A popup window will appear, containing common sizes. In this case, assume the size of the original is unknown. Select "Automatic width detection". Click the "Original Size" button again and select "Automatic height detection". This makes it easy to scan if we do not know the original size.

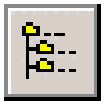
After selecting, under Original Size you will see "Auto" x "Auto", indicating that the automatic width and height detections are activated.

Choosing the file format

Under "File format and name" is a dropdown menu containing different file formats. Please click on " JPEG Joint Photographic Expert Group ", we want to use this file format in this case.

Selecting the directory for scanned files

In the "File format and name" section of the window you will find a button with a directory tree view. Upon hovering on this button with the cursor, you will see a hint, saying "change directory and filename". Click this button and the "File save as" dialog appears. Choose the folder in which you want to save your scan, name the file " mygrayscan", click "Save" and exit this window.



Starting the filter editor

1. Click the radio button to the left of "Manual Filter" is marked.
2. Hover the cursor over the left button under the list box. The hint "New" appears.
3. Click the "New" button.
4. The window for the black and white filter editor appears.

Creating and optimizing the filter

1. At the bottom of the window, there are four buttons. Click on the "Preview" button.
2. The original is scanned and in the preview window, the result is displayed.
3. In the histogram, the (horizontal) x-axis shows the brightness values and the (vertical) y-axis shows the frequency of occurrence of each grayscale value. The left side of the x-axis represents values of low intensity (black), and the right side represents values of high intensity (white).
4. Click on the up or down arrow at the top right corner to magnify the histogram.
5. Open the dropdown list beneath the item "Method".
6. Following methods are available:
   Color Preservation
   Contrast Enhancement
7. Select "Contrast Enhancement"
8. Leave the "Gamma Value" unchanged, its value should be 1.000.
9. Open the drop down list beneath the item "Special filter".
10. The following filters are available:
    Descreen1
    Descreen2
    Soften
    Soften more

Sharpen

Sharpen more

Sharpen most

None

11. Select "Sharpen"

12. Leave the "Scan Resolution" unchanged, it should be "Automatic".

Using the eyedroppers for setting the black and white points

1. Go to the eyedropper icon to the left of the histogram.
2. Click this "black" eyedropper icon.
3. Choose a dark area in the image of the document to use as reference for the black point.
4. Mark this area by clicking and drawing an outline around this area.
5. The black point will be calculated and the image will be updated.
6. Go to the eyedropper icon at the right of the histogram.
7. Click this "white" eyedropper icon.
8. Choose a light area in the image of the document to use as reference for the white point.
9. Mark this area by clicking and drawing an outline around this area.
10. The white point will be calculated and the image will be updated.
11. Leave the filter editor by clicking on the "OK" button.
12. In the drop down list under the item "Manual Filter" the created filter displays as "*Current*".

Performing the scan

After the settings are made, we are ready for the scan.

The big "Scan" button must be green, indicating that we can scan.

If the "Scan" button is red, hover over the Scan button with the cursor and a "hint" may indicate what is wrong. Until the Scan button is green, a scan cannot be performed.

Click on the green "Scan" button. The original is scanned and a file is created on the hard drive.

A black and white Scan with background removal and accounting.

In this section we will scan an architect's plan that has turned yellow over time, sized 34 X 44 inch (ANSI E). We will use the accounting function, we will create a manual filter which removes the yellow background, we will save this filter and we will configure a preset key.

Before you start, please check the following:

The scanner status LED

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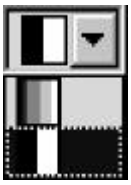
Black	The scanner is not connected to the computer.	Check that the scanner is connected to the computer and that the scanner power is on. Click on **Info > Scanner help** for help resolving this problem.

Choosing the Level mode

At the left side of the "Scanner configuration" button, find a small dropdown menu.

Select in this menu whether to scan in grayscale mode or in black and white mode. Black and white mode is indicated by a black and white square, the grayscale square stands for the grayscale mode. We want to make a black and white scan. Please click on the black and white square.



Choosing the Single mode

On the left side of the window, under the four preset keys, find the settings for the Scan mode. We want to make a single scan. Please click on the "Single" radio button so it is selected.

Setting up the accounting function

1. Go to the menu item "Configuration" and open it.

2. Here you can choose between:
   Hardware
   Log in
   Log off
   Preferences

3. Click on the item "Preferences".

4. The following tabs are available:

   General
   Warning Options
   Accounting
   EMail
   User administration

5. Open the tab "Accounting"

6. Click in the box labeled "Accounting" to enable accounting mode.

7. Mark the selection, "Always ask for Customer Info."

8. Check that the item "Encrypt accounting file" is not selected.

9. Under "Customer Info" enter the name of the customer, e.g. "my customer".

10. At the right of the window, there is a button with an Excel (X) symbol. Click this button and the "File save as" dialog appears. Choose the folder in which to save the log file, name the file "mylog", click "Save" and exit this window.

11. Check that the item "Export to Excel" is selected.

12. Check that the item "After every usage" is selected.

13. Leave this dialog by clicking the "OK" button.

Selecting the deskewing function

Sometimes the original is positioned obliquely in the scanner. In this case, use the "Automatic deskew" function to adjust the scanned picture.

Proceed as follows:

1. Click the menu item "Preview".

2. Here we can choose between:
   Scan preview
   Automatic deskew
   Set AOI/Cropping
   Edit AOI
   Reset AOI Setting
   Apply filtering
   Zoom to AOI/Cropping
   Zoom in
   Zoom out

3. Click on the item "Automatic deskew".
   Note: At the top of the preview part of the window, there is a button with the same functionality.
   Note: If you are in "Automatic deskew" mode, it is not possible to set an Area of Interest (AOI).

Choosing length and width

Click the button under "Original Size". A popup window will appear, containing common sizes. The original is ANSI E sized, so please select that size.

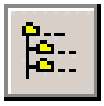
After leaving the popup window, under Original Size we see "34" x "44" in.

Choosing the file format

Under "File format and name" is a dropdown menu containing different file formats. Please click on "TIFF Tagged Image File Format", we want to use this file format in this case.

Selecting the directory for scanned files

In the "File format and name" section of the window you will find a button with a directory tree view. Upon hovering on this button with the cursor, you will see a hint, saying "change directory and filename". Click this button and the "File save as" dialog appears. Choose the folder in which you want to save your scan, name the file "myscan", click "Save" and exit this window.



Starting the filter editor

1. Check that the radio button to the left of "Manual Filter" is marked.
2. Hover the cursor over the left button under the list box, the hint "New" appears.
3. Click the "New" button.
4. The grayscale filter editor window appears.

Creating and optimizing the filter

1. Under "Base Type Selection," open the first dropdown list.
2. Following Base Types are available:
   - Unchanged
   - Line/Text
   - Blueprint
   - Bluelines

Photo

Graphics

3. Since we want to scan an architect's plan, select the item "Line/Text."

4. After the first list selection is made, open the second dropdown list.

5. The following sub-document types are available:

   Normal

   Light

   Dark

   Faded

   Note: the sub-document types are dependent on the Base document types.

6. Select "Normal."

7. At the bottom of the window are four buttons. Click the "Preview" button.

8. The original is scanned and in the preview window displays the result.

9. Move the cursor to the "Contrast" slider, click and drag the slider to the left or right. Click the "Preview" button again.

10. The original is rescanned. Notice the contrast changes in the preview.

11. Proceed in changing the contrast settings, until the contrast of the lines and text is optimized.

12. Under "Background Removal," mark the "Dynamic" radio button.

13. Move the cursor to the "Aggressiveness" slider, click and drag the slider to the left or right. Click the "Preview" button again.

14. The original is rescanned. Notice the background changes in the preview.

15. Proceed in changing the "Aggressiveness" settings, until the background is completely white.

16. Under "Output" select the "Dithered" radio button.

17. Click to open the dropdown list, "Scan Resolution".

18. Select the item "Automatic"

Saving the manual filter for later use

After creating the filter, save it for later use:

1. Move the cursor to the bottom of the window and click the button "Save".

2. The "Save as" dialog opens.

3. Give this filter the name "myfilter."

4. Close the dialog with the "OK" button.

5. Exit the filter editor with the "OK" button.

6. In the drop down menu under "Manual Filter" the filter name "myfilter" is displayed.

Configuration of a preset key

Let us assume that you have more than just one single architect's plan with the yellow background. Their sizes are Ansi E and the filter just created works well for all of them. Then it might be a good idea to use a preset key.

1. Please check all the settings:

Scan mode	Black and white mode
Original Size	34 x 44 in
File Format	TIFF
Output Size	100%
DPI	200
Manual Filter	Marked
Name of the filter	myfilter

2. Right click on the first preset key, PK1. A popup menu opens.

3. In the popup menu you can choose:

   Assign current settings

Select preset file

4. Mark the selection; "Assign current settings."

5. A "Save file as" dialog opens.

6. Choose an unambiguous name for the preset, e.g. "Yellowed plans".

7. Close the dialog by clicking the "Save" button.

8. The first preset button is now labeled "Yellowed plans".

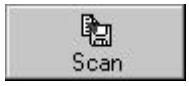
Whenever you want to make scans with the above settings, you only have to click this preset button, and the settings will be loaded.

Performing the scan

After the settings are made, we are ready for the scan.

The big "Scan" button must be green, indicating that we can scan.

If the "Scan" button is red, hover over the Scan button with the cursor and a "hint" may indicate what is wrong. Until the Scan button is green, a scan cannot be performed.



Click on the green "Scan" button. The original is scanned and a file is created on the hard drive.

Because we activated the user accounting, the program asks us if the customers name "mycustomer" is correct. Confirm by clicking "OK".

Viewing the account log file

In the accounting settings, we selected that the account log file should be written after every action. Now you can start the Excel program and open the file "mylog.xls".

Turn Accounting Off

Select the "Configuration" menu and select "Preferences." Click on the "Accounting" tab in the "Preferences" window. Click in the "Accounting" check box so that it is no longer marked. Click "OK."

EMail scanning

In this section we scan a document, choose an area of interest, and send it as an email.

First we have to change to the "Scan to email" mode.

1. Move the cursor to the menu item "File" and click it.

2. Here you can choose between:
   Scan into File
   Scan into email mode
   Presets
   Reset
   Exit

3. Click on the item "Scan into email mode." A new application window replaces the old one.

Check the following:

The scanner status LED

On the XEScan application window, to the right of the scanner name, is a circle that may be filled with any of these colors: green, yellow, red, or black. This shall be referred to as the **scanner LED**. It is the indication in the application of the scanner status. Before you can make your first scan, please check the scanner LED color.

Scanner LED Color	**Status**	**Analysis**
Green	The scanner is ready.	Continue to use the scanner.
Yellow	The scanner is busy.	The scanner is warming up or changing modes. Wait a minute for the scanner to be ready.
Red	The scanner is connected to	Wait a minute for the scanner to be

Scanner LED Color	Status	Analysis
	the computer, but there is a problem.	ready. Click on **Info > Scanner help** for help resolving this problem.
Black	The scanner is not connected to the computer.	Check that the scanner is connected to the computer and that the scanner power is on. Click on **Info > Scanner help** for help resolving this problem.

Setting up the SMTP or MAPI services

1. Click on the menu item "Configuration".

2. The choices are:
   Hardware
   Log in
   Log off
   Preferences

3. Click on the item "Preferences".

4. The following tabs are available:
   General
   Warning Options
   Accounting
   EMail
   User administration

5. Click on the tab "Email." The first item is the "Maximum size". Its value is 1 MB. That means that we will get a warning if the size of the email exceeds 1 MB.

6. Now select the type of email server used. Select SMTP or MAPI.

a) If the MAPI server is chosen but it is not installed, please refer to your operating systems manual.

b) If SMTP is chosen, enter your email address under the item "Sender address."

c) Under the item "SMTP server," enter the name of your server.

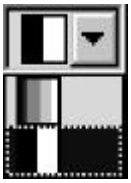
7. When all selections are made, click on the "letter" icon at the right top of the tab. A test email will be sent to you to ensure that all settings are correct.

8. After you have received this test email, leave the tab by clicking the "OK" button.

Choosing the Level mode

At the left side of the "Scanner configuration" button, find a small dropdown menu.

Select in this menu whether to scan in grayscale mode or in black and white mode. Black and white mode is indicated by a black and white square, the grayscale square stands for the grayscale mode. We want to make a black and white scan. Please click on the black and white square.



Choosing the Single mode

On the left side of the window, under the four preset keys, find the settings for the Scan mode. We want to make a single scan. Please click on the "Single" radio button so it is selected.

Choosing length and width

Click the button under "Original Size". A popup window will appear, containing common sizes. In this case, assume the size of the original is unknown. Select "Automatic width detection". Click the "Original Size" button again and select "Automatic height detection". This makes it easy to scan if we do not know the original size.

After selecting, under Original Size you will see "Auto" x "Auto", indicating that the automatic width and height detections are activated.

Choosing the file format

1. Under "File format and name" is a dropdown menu containing different file formats. Please click on "TIFF Tagged Image File Format", we want to use this file format in this case.

2. Under the item "Fileformat" is the "Options" button. Please click on the "Options" button. A dialog opens.

   Note: The options are dependent on the chosen file format

3. For the TIFF format following "Compression formats" are available:
   G4
   G3
   G2
   RLC
   LZW
   unpacked

4. Select "RLC" for this exercise.

5. Additional options for TIFF/RLC:

   Single strip
   With strips

6. Select "Single strip."

7. When these settings are made, leave this dialog by clicking the "OK" button.

Recipient and subject

Enter in the "Recipient" field a local email address, so receipt of the email can be confirmed.

The field under the "Recipient" field is the "Subject" field, please enter e.g. "My first email."

Output size and Scaling

Changing the original size will change the output size, too. In the percentage field, you can enter a scaling factor to enlarge or reduce the output size. Please leave it unchanged. Its value should be 100%.

Output DPI

The output DPI depends on your tasks. Please check that its value is 200. That is the proper value for all exercises.

Choosing the automatic mode

1. Check that the radio button at the left of "Automatic Filter" is marked.
2. Click the first drop down list.
3. Select the base type of the original. In this case, choose "Photo".
4. Select the second drop down list. Choose the sub-document type. In this case, choose "Normal".

Setting an AOI

Note: If you are in "Automatic deskew" mode, it is not possible to set an Area of Interest (AOI).Disable "Automatic Deskew" mode now.

When the entire document is not needed, we may choose an area of interest(AOI) to scan.

1. Insert the document so it is centered in the scanner. If a problem occurs, refer to the "Hardware Help".
2. Select the menu item "Preview".
3. The choices are:
   Scan preview
   Automatic deskew
   Set AOI/Cropping
   Edit AOI
   Reset AOI Setting

Apply filtering

Zoom to AOI/Cropping

Zoom in

Zoom out

4. Click on "Scan preview".

5. The document is scanned and the result is shown in the preview window.

6. Select the menu item "Preview" again.

7. Click on "Set AOI/Cropping".

8. Move the cursor into the preview window. The cursor changes to a "crosshair".

9. Study the preview and choose an area in the image to be sent by email

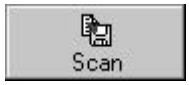
10. Mark the area by clicking and dragging an outline around the area.

Scanning and sending via email

Now its time to scan and send the email

The big "Scan" button must be green, indicating that we can scan.

If the "Scan" button is red, hover over the Scan button with the cursor and a "hint" may indicate what is wrong. Until the Scan button is green, a scan cannot be performed.



Click on the green "Scan" button. The original is scanned and a file is emailed to the intended recipient.

Configuration of a preset key

Because of the need to send more emails later, it is a good idea to use a preset key to save the settings. Proceed as follows:

1. Check all settings you have made.

2. Right click the second preset key, PK2, a popup menu opens.

3. In the popup menu you can choose:

   Assign current settings

   Select preset file

4. Choose the item "Assign current settings"

5. A "Save file as" dialog opens

6. Choose an unambiguous name for the preset, "MyEMail".

7. Close the dialog by clicking the "Save" button.

8. The second preset key is now labeled "MyEMail".

Whenever sending an email with the above settings, click on the PK2 button, and the settings "MyEMail" will be loaded.

Click the "Scan to file mode" button to return to the scan to file mode now.

Making black and white scans using several features from XEScan

In this section we scan 5 blueprints, sized 24 X 18 inch (ARCH C). We use the accounting function, we create a manual filter that removes the background, we save this filter and we configure the preset keys. We use the time saving Stream mode.

Please check the following:

The scanner status LED

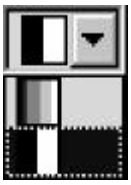
On the XEScan application window, to the right of the scanner name, is a round circle that may be filled with any of these colors: green, yellow, red, or black. This shall be referred to as the **scanner LED**. It is the indication in the application of the scanner status. Before you can make your first scan, please check the scanner LED color.

Scanner LED Color	**Status**	**Analysis**
Green	The scanner is ready.	Continue to use the scanner.
Yellow	The scanner is busy.	The scanner is warming up or changing modes. Wait a minute for the scanner to be ready.
Red	The scanner is connected to the computer, but there is a problem.	Wait a minute for the scanner to be ready. Click on **Info > Scanner help** for help resolving this problem.
Black	The scanner is not connected to the computer.	Check that the scanner is connected to the computer and that the scanner power is on. Click on **Info > Scanner help** for help resolving this problem.

Choosing the Level mode

At the left side of the "Scanner configuration" button, find a small dropdown menu.

Select in this menu whether to scan in grayscale mode or in black and white mode. Black and white mode is indicated by a black and white square, the grayscale square stands for the grayscale mode. We want to make a black and white scan. Please click on the black and white square.



Setting up the accounting function

1. Click on the "Configuration" menu.

2. The choices are:
   Hardware
   Log in
   Log off
   Preferences

3. Click on "Preferences".

4. The following tabs are available:
   General
   Warning Options
   Accounting
   EMail
   User administration

5. Select the "Accounting" tab.

6. Mark the item "Accounting" to enable it.

7. Check that "Always Ask for Customer Info" is not enabled.

8. Check that "Encrypt accounting file" is not enabled.

9. In the "Customer Info" field enter the name of the customer, "my customer".

10. At the right of the window, there is a button with an Excel (X) symbol. Click this button and the "File save as" dialog appears. Choose the folder in which you want to save your log file, name the file "mylog", click "Save" and leave this window.

11. Check that "Export to Excel" is enabled.

12. Check that "At program shutdown" is enabled.

13. Exit this dialog by clicking the "OK" button.

Selecting the scan mode

On the left side of the XEScan window, under the four preset keys, you will find the settings for the Scan mode.

Single

The setting "Single" is used to scan single documents.

Batch

In this mode, a preview is done for each single document in order to set the parameters for each document individually.

Stream

If similar documents are scanned, it may not be necessary to do a preview of each document in order to set the parameters for the filter. In Stream mode a preview is only done for the first document, the filter parameters are used for all following documents.

- Enable "Stream" mode by clicking on it. In this exercise we want to scan similar documents.

Choosing length and width in scan mode

Click the button under "Original Size". A popup window will appear, containing common sizes. In case the size of the original is unknown, choose "Automatic width detection" and "Automatic height detection".

Since we want to scan ARCH C landscape originals, we should use the ARCH C size, 24 x 18 inch.

Here we can use a trick: choose "Automatic width detection", if the original is not centered exactly in the scanner, this will be corrected and so we will not loose any information.

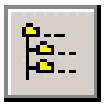
Click now in the second input field of the "Original Size" section and select the value "18 inches" for the original height.

Choosing the file format

Under "File format and name" is a dropdown menu containing different file formats. Please click on "TIFF Tagged Image File Format", we want to use this file format in this case.

Selecting the directory for scanned files

In the "File format and name" section of the window you will find a button with a directory tree view. Upon hovering on this button with the cursor, you will see a hint, saying "change directory and filename". Click this button and the "File save as" dialog appears. Choose the folder in which you want to save your scan, name the file "streamscan10", click "Save" and exit this window.



For "Batch" and "Stream" scanning it is required that the filename ends with a number. This way, if the first scan is titled "streamscan10", the next one will be titled "streamscan11" and so on until "streamscan99" is reached.

If we need more filenames, we need more digits in the filename, such as "streamscan001", this allows us to scan until the filename "streamscan999" is reached.

Selecting the deskewing function

Sometimes the original is positioned obliquely in the scanner. In this case, you can use the "Automatic deskew" function to adjust the scanned picture.

To do this, proceed as follows:

1. Click on the "Preview" menu.

2. The choices are:

Scan preview

Automatic deskew

Set AOI/Cropping

Edit AOI

Reset AOI Setting

Apply filtering

Zoom to AOI/Cropping

Zoom in

Zoom out

3. Select "Automatic deskew".

Note: At the top of the preview part of the window, there is a button with the same function.

Note: If you are in "Automatic deskew" mode, it is not possible to set an AOI.

Starting the filter editor

1. Check that the radio button to the left of "Manual Filter" is marked.

2. Move the cursor to the left button under the list box, the hint "New" appears.

3. Click the "New" button.

4. The grayscale filter editor window appears.

Creating and optimizing the filter

1. Click on the dropdown menu under "Base Type Selection".

2. The following Base Types are available:

   Unchanged

   Line/Text

   Blueprint

   Bluelines

   Photo

   Graphics

3. As you want to scan blueprints, please choose the item "Blueprint".

4. After selecting the Base Type, select the second dropdown menu.

5. The following sub-document types are available:

   Normal

   Light

   Dark

   Note: the sub-document types are referring to the Base document types.

6. Choose the item "Normal"

7. At the bottom of the window, there are four buttons. Click on the "Preview" button.

8. The original is scanned and the result is displayed in the preview window.

9. Move the cursor to the "Contrast" slider, click and drag the slider to the left or right. Click the "Preview" button again.

10. The original is rescanned. Notice the contrast changes in the preview.

11. Proceed in changing the contrast settings, until the contrast of the lines and text is optimized.

12. Under "Background Removal," mark the "Dynamic" radio button.

13. Move the cursor to the "Aggressiveness" slider, click and drag the slider to the left or right. Click the "Preview" button again.

14. The original is rescanned. Notice the background changes in the preview.

15. Proceed in changing the "Aggressiveness" settings, until the background is completely white.

16. Under "Output" mark the "Error diffusion" radio button.

17. Click to open the dropdown list, "Scan Resolution".

18. Select the item "Automatic"

Saving the manual filter for later use

After creating the filter, we can save it for later use.

1. Move the cursor to the bottom of the window and click the button "Save".
2. The "Save as" dialog opens.
3. Enter a name for the filter, "blueprints filter".
4. Close the dialog with the "OK" button.
5. Exit the filter editor with the "OK" button.
6. In the drop down box under "Manual Filter", the saved filter name is displayed "blueprints filter".

Configuration of a preset key

Let us assume we have to scan many blueprints. They are all Arch C size. If the filter we just created works well for all of them, then it might be a good idea to use a preset key.

1. Please check all the settings:

Scan mode	Black and white mode
Original Size	Auto x 18 in
File Format	TIFF
Output Size	100%
DPI	200
Manual Filter	Enabled
Name of the filter	blueprint filter

2. Right click the third preset key, PK3, a popup menu opens.
3. In the popup menu we can choose:
   Assign current settings
   Select preset file
4. Select "Assign current settings".

5. A "Save file as" dialog opens.

6. Choose an unambiguous name for the preset, "MyBlueprints".

7. Close the dialog by clicking the "Save" button.

8. The third preset key is now labeled "MyBlueprints".

Whenever we want to make scans with the above settings, we only have to click this button, and the settings will be loaded..

Performing the scans

Now it is time to scan.

1. Refer to the "Hardware Help" for a description of how the originals should be organized.

2. Insert the first document into the scanner.

3. The big "Scan" button must be green, indicating that we can scan.

4. Click on the "Scan" button.

5. The first document is scanned.

6. After scanning, unload the document.

7. Insert the next document. Repeat until finished.

8. When finished, click on the "Cancel" button.

Managing presets

When we worked through the previous sections of this Customers Training Guide, we configured the first three preset keys.

To make settings for a scan of your own, right click the fourth preset key, choose "Assign current setting", name your preset "Mypreset" and save this preset.

The preset keys are now configured and titled:

Yellowed plans

MyEMail

MyBlueprint

Mypreset

How do we proceed with further presets? There are no keys left!

1. Make some settings that might be useful for later scans.
2. Click on the "File" menu.
3. The choices are:
   Scan into File
   Scan into email mode
   Presets
   Reset
   Exit
4. Click on "Presets".
5. A dialog opens, the choices are:
   Save
   Load
   Preset button configuration
6. Select "Save".
7. The "File save as" dialog opens.
8. Enter the name of the preset, "StreamBlueprint" and click "Save".
9. Right click the fourth preset key, the popup menu opens.
10. In the menu, choose "Select preset file"
11. The "File open" dialog opens.
12. Double click the preset that was saved in the previous step.
13. note that the preset key, PK4, is now named "StreamBluprint".

Viewing the account log file

In the accounting settings, you have set that the account log file should be written "After program shutdown". Now you can start Microsoft Excel and open the file "mylog.xls".

Troubleshooting

If problems occur, refer to the Hardware Help for further information.

Prepared by:

Xerox Corporation
Global Knowledge & Language Services
800 Phillips Road
Building 845-17S
Webster, New York 14580-9791
USA

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