Scan to PC Desktop: Image Retriever 5.2 for Xerox WorkCentre C2424

Scan to PC Desktop includes Image Retriever, which is designed to monitor a specified folder on a networked file server or local drive for incoming scanned images. The Professional Edition of the program can also monitor e-mail inboxes for attachments. Image Retriever converts and transfers files from the watched folder and/or e-mail inbox into the PaperPort desktop.

☝ *Monitoring an e-mail inbox is only available in the Professional Edition.*

After you install the Scan to PC Desktop family of software components, including Image Retriever, you must restart your computer. When you do, Image Retriever runs as an icon in the system tray on the Windows task bar:

Image Retriever
(Professional Edition icon)

Folder watching status

E-mail polling status
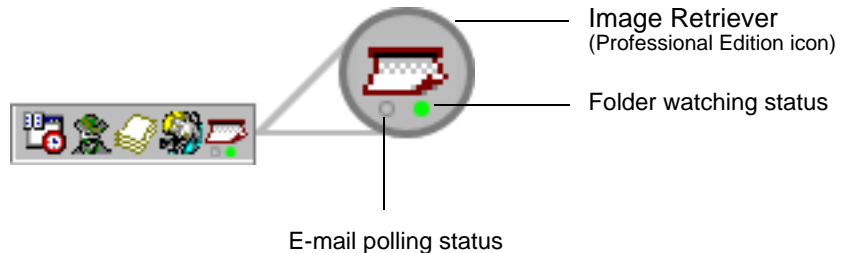
Depending on which program edition you use, the icon may have one or two light indicators in the bottom. They represent the status of e-mail polling and folder watching by means of different colors. Since e-mail polling is only available in the Professional Edition of Image Retriever, the corresponding (left) LED will not be displayed in the Special Edition of the program. For details, see: ***Image Retriever Status Display***.

Right-click on the Image Retriever icon in the Windows system tray to display the Image Retriever menu with six commands:

- Get Now
- Use Defaults
- Settings
- View Log
- About
- Close

Settings command

Before using Image Retriever it has to be configured through the *"Image Retriever Settings"* dialog.

Once you have installed the program it starts up along with your PC and resides in the system tray.

To configure Image Retriever, right-click the Image Retriever icon to display its menu. Then click the *"Settings"* command to display a dialog box of all the Image Retriever controls:
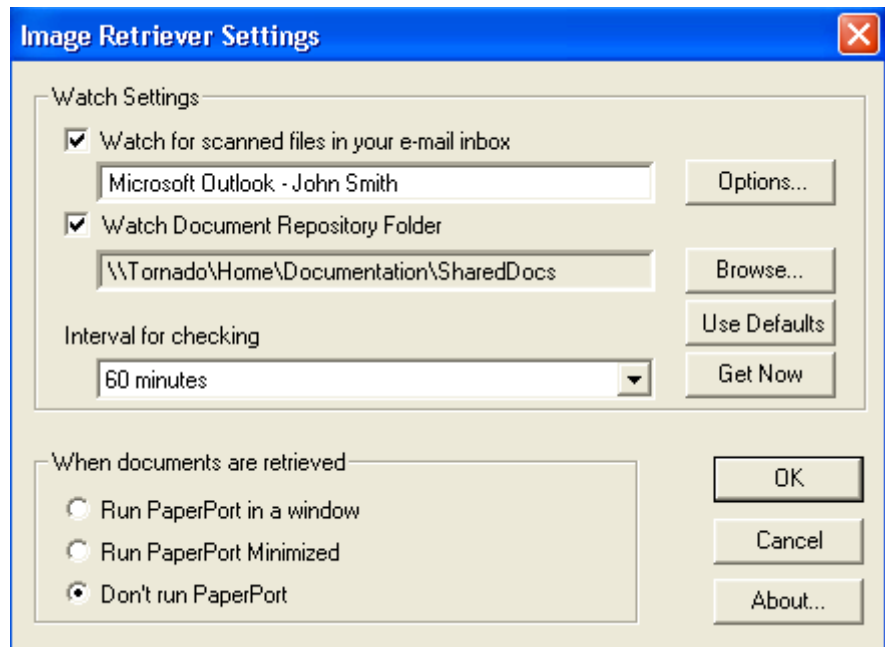
E-mail Polling

This feature of Image Retriever (available in Professional Edition only) lets you monitor your Microsoft Outlook or Lotus Notes inbox for new messages with attached PDF or TIFF files generated by a Xerox device. Disable the feature if you do not want to monitor your e-mail. Use the following controls to configure e-mail polling of Image Retriever.

Watch for scanned files in your e-mail inbox

Click this checkbox to enable e-mail polling.

Options Button

Click the **Options...** button to change your current e-mail polling configuration.

If you have both Microsoft Outlook and Lotus Notes installed on your system, the following dialog box will display enabling you to make your selection between the two mail clients. Click **OK** to confirm your choice, or **Cancel** to close the dialog.
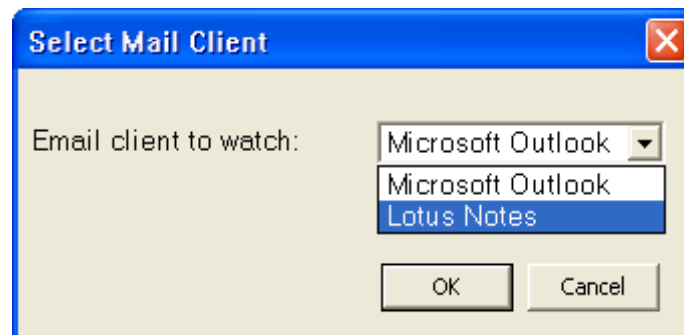
✋ In case of Microsoft Outlook the *"Choose Profile"* dialog box displays enabling you to choose the Microsoft Outlook profile whose inbox you want Image Retriever to monitor. Select your Microsoft Outlook profile and click **OK**.

Choose Profile

Profile Name: John Smith ▾   New...

OK   Cancel   Help   Options >>
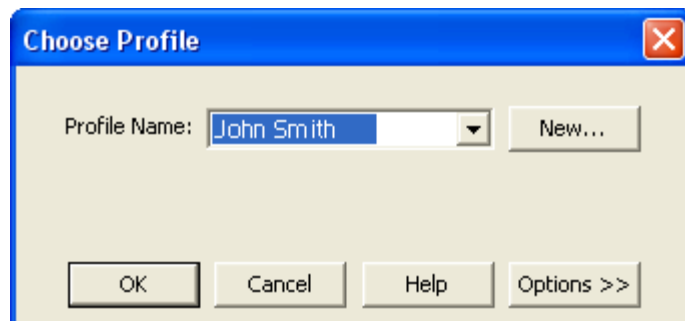
In the *"Image Retriever Settings"* dialog, you will see your Microsoft Outlook profile name displayed in the relevant field.

✋ *Microsoft Outlook users cannot enable e-mail monitoring or choose a Microsoft Outlook profile unless Collaboration Data Objects is installed and enabled for Microsoft Outlook. Image Retriever will display an error message if they attempt to do so.*
To install Collaboration Data Objects with Microsoft Outlook 2000, 2002 or 2003

- *choose custom installation*
- *then detailed installation options for each application*
- *finally select and enable the installation of the Collaboration Data Objects.*

Microsoft Outlook 98 users should pick the Full Installation option.

For more information about Collaboration Data Objects please see your Microsoft Outlook documentation.

✋ If you set Lotus Notes as the mail client for Image Retriever to watch, you have to specify your password. If you leave the checkbox *"Save password"* empty you will have to give it again every time Image Retriever starts. If you click the checkbox, your password will be stored in an encrypted format and will not be prompted for again.

Please note that if Lotus Notes is installed, but is not configured properly, or not set for any users, e-mail polling will not work, and Image Retriever will display an error message (during configuring the program) or the left-hand side light indicator in the program icon will turn red (during monitoring).

👆 *E-mail Polling Supported Xerox Devices*

Image Retriever can poll for e-mail attachments generated by the below Xerox devices. Additionally, all devices except Document Centre 265/255/240 can have e-mail attachments generated by the devices' Scan to Email feature polled.

Document Centre 265/255/240

Document Centre 490/480/470/460 ST

Document Centre 440/432/425/420 ST

Document Centre 420/432/440 ST

Document Centre 426/430

Document Centre 555/545/535

WorkCentre Pro 55/45/35

WorkCentre 55/45/35

WorkCentre Pro 90/75/65

WorkCentre Pro 40 Color/32 Color*

WorkCentre Pro 165/175

WorkCentre 165/175

WorkCentre Pro C2128/C2636/C3545*

WorkCentre C2128/C2636/C3545*

WorkCentre Pro 232/238/245/255/265/275

WorkCentre 232/238/245/255/265/275

Document Centre 430/426

WorkCentre C226*

XePDF

* Scan to Email with JPEG attachments will not be polled by the Image Retriever e-mail feature.

Folder Polling

Enable this setting to monitor a specified folder on a networked file server or local drive for incoming scanned images generated by a Xerox device.

Watch Document Repository Folder

Click this checkbox in the *"Image Retriever Settings"* dialog to enable Image Retriever to monitor the folder of your choice.

Browse Button

Click the **Browse...** button to display the *"Browse for Folder"* dialog box. This dialog box lets you locate and select the folder you want Image Retriever to monitor:
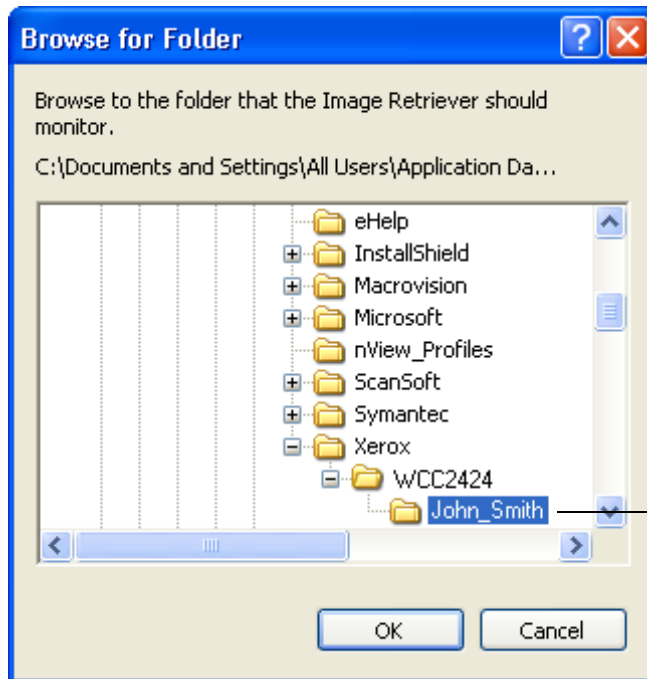
Browse to the network server that contains the folder to be watched; select the folder and click **OK**.

After you identify the directory to be monitored and click **OK**, the *"Browse for Folder"* dialog box closes.

Image Retriever can periodically monitor this folder to see if any scanned images are placed there by the Xerox system.

Interval for checking

To set how often the watched folder or monitored inbox will be checked, select a setting from the *"Interval for checking"* list box. The following choices are available from the list box:

1, 2, 5, 10, or 30 seconds
1, 2, 3, 5, 10, 30, or 60 minutes

In addition to the above values, you could also select "Never". In this case Image Retriever will continue running but watching is suspended.

One suggestion is to set the watch interval at about half the time it takes you to walk from the device's location in your company to your office.

If it takes you 60 seconds to walk this distance, set the interval to 30 seconds. This way the document that you scanned can be ready and waiting for you on your PaperPort desktop!

Use Defaults Button

To restore factory Watch Settings for Image Retriever, click the **Use Defaults** button. This will restore the default watch interval (30 seconds) and set the folder specified during program install as the monitored one.

Get Now Button

Click the **Get Now** button if you wish to scan the folder or inbox of your choice immediately. Image Retriever does the monitoring on whichever component is checked. That is, if *"Watch Document Repository Folder"* is checked, Image Retriever will immediately scan the selected folder; whereas if *"Watch for scanned files in your e-mail inbox"* is checked, your Microsoft Outlook or Lotus Notes inbox will be polled for new PDF or TIFF e-mail attachments generated by a Xerox device.

Monitoring an e-mail inbox is only available in the Professional Edition.

In either case, the relevant signal of the Image Retriever icon on the system tray will change to *"Processing"* state (light green). For a complete list of color keys see: **Image Retriever Status Display**).

Image Retriever will place the new items appearing in the watched folder or inbox on the PaperPort desktop and will launch the PaperPort application - unless you have specified *"Don't run PaperPort"* in the *"Image Retriever Settings"* dialog.

When documents are retrieved Setting

In addition to specifying *"Watch Settings"* for Image Retriever you can also control its behavior on document retrieval. The *"When documents are retrieved"* setting offers three choices:

Select this setting:	To get this result:
Run PaperPort in a window	Every time Image Retriever detects a new document in the folder and/or inbox being watched, it converts it and places it in PaperPort, which is then opened on your Windows desktop. It then purges the original scanned document from the folder being watched. If it brings a PDF or TIFF attachment to the PaperPort desktop, the original message remains in the e-mail inbox but its status will switch to *"Read"*.
Run PaperPort minimized	Same as above, but PaperPort runs minimized. (Later, when you open PaperPort, all scanned documents will be on the PaperPort desktop.)
Don't run PaperPort	Documents are transferred into the ScanSoft Documents folder, but are not placed on the PaperPort desktop until you launch PaperPort.

To specify where Image Retriever is to place the retrieved files, launch PaperPort, click *Options*, choose the *General* tab, and define the destination folder under *Startup folder for the topmost desktop*. Do not leave this setting unchanged, otherwise Image Retriever will always place the retrieved files into the My Documents folder (default).

OK Button

Click **OK** in the *"Image Retriever Settings"* dialog box to confirm Image Retriever settings.

Get Now command

Use this command for the same purpose as the corresponding button in the *"Image Retriever Settings"* dialog. For details see the **Get Now button**.

Use Defaults command

Use this command for the same purpose as the corresponding button in the *"Image Retriever Settings"* dialog. For details see the **Use Defaults button**.

View Log command

To get infromation about program events, right-click the Image Retriever icon, then choose the *"View Log"* command. Click **OK** to close this panel or the **Clear Log** button to delete your current list of events.

About command

To get version and copyright information about Image Retriever, right-click the Image Retriever icon to display its menu. Click the *"About"* command. You can also select **About...** from the *"Image Retriever Settings"* dialog.

Close command

To close Image Retriever, right-click the Image Retriever icon to display its menu. Click the *"Close"* command.

Image Retriever Status Display

The Image Retriever icon in the Windows system tray shows the current status of the program, by way of one or two light indicators in the bottom. In the Professional Edition (see illustration below), two LEDs are displayed: the left one represents the status of e-mail polling, the other displays that of folder monitoring as follows:

Color	Status
dark green	monitoring
light green	processing
grey	inactive
red	error
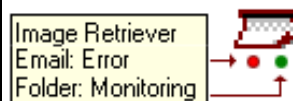
This information is also displayed in the Screen Tip, specifying the name of the application first (Image Retriever), then e-mail polling and finally the folder monitoring status.

In the Special Edition of Image Retriever, the program icon has only one LED (folder monitoring status).

Please note that Image Retriever will continue running even if an error persists (e.g. connection is lost with a folder or e-mail inbox). In this case the corresponding light indicator remains red until the error is resolved. Then it switches to the color corresponding to the current Image Retriever settings.

Errors occurring during configuring the program through the *"Image Retriever Settings"* dialog are always reported by error messages.

To get information about errors, right click on the Image Retriever icon to display its menu, then choose the *"View Log"* command.

Other Information about Image Retriever

Now that you have specified the Image Retriever watch folder, watch interval and PaperPort behavior, here is some other information about Image Retriever.

- **User-specific watch folder.** Only one user is able to watch a specific folder at any time. The mechanism for this is adding a file named REPWATCH.XSW in the watched folder. This ensures that no other Image Retriever users will be able to watch this folder until the file is removed.

- **Supported network operating systems**. Image Retriever works with a number of industry-standard network operating systems — Microsoft Windows NT 4.0, Windows 2000 and Windows 2003 Server.

- **Supported client operating systems**. Microsoft Windows 98, ME, NT 4.0, 2000, and XP.

Notes on Using Image Retriever with a Xerox WorkCentre C2424 Device

Image Retriever ships with some special features designed to meet your individual needs best when using the program with a Xerox C2424 device. These are as follows:

- **Installing Image Retriever.** To ensure smooth operation between PaperPort, Image Retriever and the C2424 device, please make sure that you install the C2424 scan driver first. This installs the Xerox Scan Utility program. Please initiate a scanning process where the destination is your local machine in order you will be able to properly install PaperPort and Image Retriever afterwards.

- **Watched folder.** Xerox Scan Utility creates a user-specific folder named My Scanned Images. This will be set as the default folder for Image Retriever to monitor. This ensures that the documents scanned by your device will be transferred to the PaperPort desktop.

- **Multiple-users.** Any other users logged on, should initiate a scanning process with a destination to the machine first, in order to create their own My Scanned Images folder.

- **Xerox Scan Utility Auto Pop-up.** To regain the original functionality provided via the Auto Pop-up of the Xerox Scan Utility program, you must terminate Image Retriever. To do so temporarily, right-click the Image Retriever icon in the system tray, and choose the *"Close"* command. To prevent Image Retriever from launching automatically on system boot, remove Image Retriever from the Startup program group.

- **Supported image file formats.** Image Retriever supports the following file formats:

    BMP
    GIF
    JPEG
    PDF
    TIFF.

    Please note that Image Retriever copies the above files onto the PaperPort desktop without any modification or conversion.