4 Scanning

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- "Managing Files and Controlling Scanning Options" on page 4-18

Basic Scanning

This section includes:

- Overview" on page 4-2
- "Scanning the Originals at the System" on page 4-3
- "Retrieving the Scanned Images" on page 4-4



Videos are available with instructions for basic scanning. Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/c2424support.

Overview

The scanning procedure used with the WorkCentre C2424 Copier-Printer differs from that of desktop scanners. Because the system is normally connected to a network rather than directly to a computer, the user scans a document or image at the system, then uses their computer to retrieve the scanned image.

Scanned images are normally stored on the system's hard drive, in either the Public Folder or in a private folder. Users can also choose to scan images directly to their computer (Windows only).

Note

Jobs can print while you are scanning originals or retrieving files from the system hard drive.

File Names

The system creates file names for scanned images using the current date and time. For information about setting the system date and time, see the Features chapter of this guide.

File Sizes

The size of scanned image files varies based on the image that is scanned and the scan resolution and color options selected:

- The higher the scan resolution, the larger the file size.
- An image scanned in color will have a larger file size than the same image scanned in black and white.

For more information, see "Setting the Scan Resolution" on page 4-7 and "Selecting Color or Black and White Images" on page 4-8.

For information about managing system disk space, see "Deleting Image Files" on page 4-19.

Scanning the Originals at the System

Follow these steps to scan an image at the system:

Note

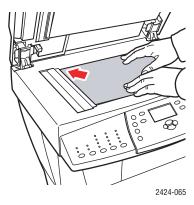
To clear the settings from the previous job, press the **Clear All** button twice.

1. Load the originals to be scanned. Use either the document glass or the document feeder.



Document Feeder

Insert originals **faceup** with the **top** entering the feeder first. Adjust the paper guides so they fit against the originals.



Document Glass

Lift the document feeder, then place the original **facedown** on the back, left corner of the document glass.

- 2. Press the **Scan** button. A list of scanning options appears on the control panel screen.
- **3.** If desired, change the destination of the scanned images. If you choose a private folder or a PC name, you may also need to enter the correct numeric password. For information, see "Setting the Scan Destination" on page 4-6.
- **4.** Press the **Start** button on the right side of the control panel.

Unless you changed the destination in Step 3, the image is scanned to the public folder on the system's hard drive.

Note

If you placed originals in the document feeder, the images are placed in a multi-page file. Scanning continues until the document feeder is empty.

5. When you finish scanning to a password protected location, press the Clear/Clear All button twice. This prevents the next person that uses the system from scanning files to or deleting files from that location.

Retrieving the Scanned Images

The method you use to retrieve scanned images depends on how the system is connected to the network and the destination you chose for the scanned image.

- If the system is connected to a network, you can copy the image files from the Public Folder or a private folder on the system's hard drive to your computer's hard drive using **CentreWare IS**, or using the **Xerox Scan Utility** (Windows only).
- If the system has either a USB or network connection, you can import the images from the Public Folder or a private folder on the system's hard drive into an application on your computer by using the application's **Insert**, **Acquire**, or **Import** menu selection.
- If you scanned images directly to your Windows computer, you can retrieve the images from the **My Scanned Images** folder on your computer.

For more information, see "Retrieving Images" on page 4-11.

Installing the Scan Driver

If you plan to either import the scanned images directly into an application (such as Photoshop or Word) or scan directly to your computer, you must install the Xerox scan driver.

Xerox provides scan drivers for the Windows and Macintosh operating systems along with the printer drivers on the *WorkCentre C2424 Software CD-ROM* that came with your system.

Note

Xerox scan drivers can also be found on the web at www.xerox.com/office/drivers.

To install the scan driver:

- 1. Insert the WorkCentre C2424 Software CD-ROM in your computer.
- 2. Click the **Install Drivers** link.
- **3.** Click the **Install Printer and Scan Drivers** link, then follow the instructions to install the drivers.

Adjusting Scanning Options

This section includes:

- "Setting Up a Private Folder for Scanning" on page 4-5
- "Setting the Scan Destination" on page 4-6
- "Setting the Scan Resolution" on page 4-7
- "Automatically Suppressing Background Variations" on page 4-7
- "Selecting Color or Black and White Images" on page 4-8
- "Specifying 1-Sided or 2-Sided Originals" on page 4-8
- "Specifying the Original Type" on page 4-9
- "Setting the Original Size" on page 4-9
- "Setting a Scan Password for Your Computer (Windows Only)" on page 4-10
- "Calibrating the Scanner" on page 4-10

Setting Up a Private Folder for Scanning

If the system is connected on a network, you can create a private folder on the system's hard drive into which you can scan images. You can protect your private folder with a password to prevent others from viewing or retrieving your scanned images.

To create a private folder:

- 1. Access CentreWare IS:
 - a. Launch your web browser.
 - **b.** Enter your system's IP address in the browser's Address field (http://xxx.xxx.xxx.xxx).

Note

You can find the IP address on the "Configuration Page" or the "Startup Page. You can also view the IP address on the control panel; press the **System Setup** button, select **Information**, press the **Enter** button, select **System Identification**, press the **Enter** button, then scroll down until you see the IP address.

- 2. Click the Scans button to view the Scans tab.
- 3. Under **Private Folders** on the left side of the screen, click **Create Folder**.
- **4.** In the **Create Folder** window:
 - **a.** Enter the name you want to give to the private folder. The name can have a maximum of 10 alphanumeric characters.
 - **b.** If desired, enter a 4-digit numeric password twice.
 - **c.** Click the **Save Changes** button.

Setting the Scan Destination

You can select one of three destinations for your scanned image:

- Public Folder Places the scanned image in the Public Folder on the system's hard drive, where it can be accessed by any user on the network that connects to the system. (Factory default selection)
- <pri><pri><pri><pri>drive.
 Places the scanned image in a private folder on the system's hard drive.
- **user name>** Places the scanned image in the **My Scanned Images** folder on the user's computer hard drive. (Windows only.)

For information about creating private folders, see "Setting Up a Private Folder for Scanning" on page 4-5.

To select the destination for your scanned images:

- 1. On the control panel, press the **Scan** button.
- 2. In the menu, select **Scan To**, then press the **Enter** button. The system displays a list of available destinations.

Note

Private folders and user names are listed alphabetically below Public Folder. If there are more than 10, the names are placed in alphabetic subgroups. If users have the Xerox Scan Utility open on their computers, the first two user names appear with an * at the top of list.

3. Select Public Folder, <pri>private folder>, or <user name>, then press the Enter button.

If there are more than 10 private folders or user names, select the menu for the alphabetic subgroup, press the **Enter** button, select the private folder or user name, then press the **Enter** button.

4. If you selected a password protected private folder or user name in Step 3, use the keypad on the control panel to enter the correct 4-digit numeric password, then press the **Enter** button.

Note

When you finish scanning to a password protected location, press the **Clear/Clear All** button twice. This prevents the next person that uses the system from scanning files to or deleting files from that location.

Setting the Scan Resolution

Depending on the way you are going to use the scanned image, you may want to change the scan resolution. Scan resolution affects the size of the scanned image file as well as the quality.

To select the scan resolution:

- 1. On the control panel, press the **Scan** button.
- 2. In the menu, select **Scan Resolution**, then press the **Enter** button.
- **3.** Select one of the following, then press the **Enter** button.
 - 100x100 Produces the lowest resolution and smallest file size.
 - **200x200** Produces low resolution and small file size.
 - **300x300** Produces medium resolution and medium file size.

The following resolution options are available on systems configured with 512 MB RAM or greater:

- 400x400 Produces high resolution and large file size.
- **600x600** Produces the highest resolution and largest file size.

Automatically Suppressing Background Variations

Sometimes, two-sided originals on thin paper show some of the text or images from the back side of the paper. To improve your scanned images from this type of original, use the **Auto Suppression** setting to minimize the sensitivity of the scanner to variations in light background colors.

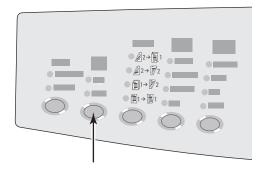
To change this setting:

- 1. On the control panel, press the **Scan** button.
- **2.** In the menu, select **Auto Suppression**, then press the **Enter** button.
- 3. Select either On or Off, then press the Enter button. The factory default is Off.

Selecting Color or Black and White Images

You can scan the image in color or in black and white. Selecting black and white significantly reduces the file size of the scanned images.

Press the Color Mode button on the control panel to change the selection to Color or B/W.



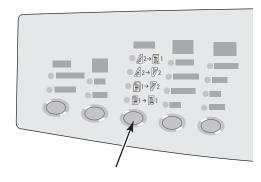
2424-166

Specifying 1-Sided or 2-Sided Originals

When you use the document feeder to scan 2-sided originals, set this option in order to have both sides scanned to produce a multi-page scanned image file.

Press the **2-Sided** button on the control panel to change the selection to:

- 1 to 1 Scans just one side of the originals. (Factory default value)
- 2 to 1 Scans both sides of the originals.



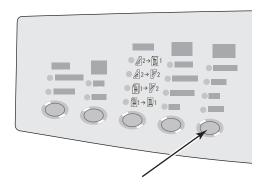
2424-167

Specifying the Original Type

You can have the scanner optimize the appearance of the output according to the contents of the original.

Press the **Original Type** button on the control panel to change the selection to:

- **Photo** Optimizes for photograph prints.
- **Graphics** Optimizes for constant-colored areas.
- **Mixed** Optimizes for magazines and newspaper photographs.
- **Text** Optimizes for black and white or colored text.



2424-169

Setting the Original Size

You can specify the size of the original so that the correct area is scanned. To do this:

- 1. On the control panel, press the **Scan** button.
- 2. In the menu, select **Original Size**, then press the **Enter** button.
- **3.** Select one of the preset sizes or **Tray/Auto** (the factory default), then press the **Enter** button.

If you select **Tray/Auto** and you are using the document glass, each original is prescanned to determine its size.

If you select **Tray/Auto** and you are using the document feeder, the scanned area is the same size as the current copy paper size.

Setting a Scan Password for Your Computer (Windows Only)

You can prevent others from scanning images directly to your computer by setting a password. The control panel will prompt users for the password when they select your computer as the scan destination.

Use the **Xerox Scan Utility** to set a scanning password for your computer.

1. Right-click the icon on the taskbar (in the lower-right corner of your screen), then select **Xerox Scan Utility** on the popup menu.



Note

If the icon is not in the taskbar, select the Windows **Start** menu, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

- 2. In the Location drop-down box, select My Scanned Images.
- **3.** From the **Settings** menu, select **Scan to PC**.
- **4.** Enter the desired 4-digit numeric password in each of the password boxes.
- **5.** Click the **OK** button.

Note

See "Using the Xerox Scan Utility (Windows Only)" on page 4-13 for more information about the Xerox Scan Utility. See "Setting the Scan Destination" on page 4-6 for more information about scanning images to your computer.

Calibrating the Scanner

Perform the scanner calibration procedure if you replace your original scanner or document feeder. Scanner calibration adjusts the output quality of the front and back pages of 2-sided originals in relation to each other. This procedure should not need to be performed as part of normal system operation.

For more information about calibrating the scanner, go to the Xerox infoSMART Knowledge Base at www.xerox.com/office/c2424infoSMART.

Retrieving Images

This section includes:

- "Viewing and Retrieving Scanned Images" on page 4-12
 - "Using CentreWare IS" on page 4-12
 - "Using the Xerox Scan Utility (Windows Only)" on page 4-13
- "Importing Scanned Images into Another Application" on page 4-14
 - "Using the Xerox Image Importer on Windows 2000, Windows XP, and Windows Server 2003 (TCP/IP)" on page 4-14
 - "Using the WIA Image Manager on Windows XP and Windows Server 2003 (USB)" on page 4-15
 - "Using the Xerox Image Importer on Macintosh OS X" on page 4-16

The following table lists the various methods to view and retrieve scanned image files and shows which methods are available for specific operating systems.

	Windows				Macintosh		Unix
Method	98, Me	NT4	2000	XP, Server 2003	OS 9.x	OS X, Version 10.x	
Using CentreWare IS	•	•	•	•	•	•	•
Using the Xerox Scan Utility			•	•			
Importing into another application			•	● ■*		•	

- = Available with a TCP/IP network connection.
- = Available with a USB connection.
- * = The standard installation allows for retrieving images from the Public Folder.

Note

Using a method other than CentreWare IS requires installation of the scan driver from the *WorkCentre C2424 Software CD-ROM*. For more information, see "Installing the Scan Driver" on page 4-4.

Viewing and Retrieving Scanned Images

Using CentreWare IS

If your multifunction system is connected on a network, you can use CentreWare IS to view, retrieve, and delete scanned images from the Public Folder or from a private folder on the system's hard drive.

- 1. Access CentreWare IS:
 - **a.** Launch your web browser.
 - **b.** Enter your system's IP address in the browser's Address field (http://xxx.xxx.xxx.xxx).

Note

You can find the IP address on the "Configuration Page" or the "Startup Page. You can also view the IP address on the control panel; press the **System Setup** button, select **Information**, press the **Enter** button, select **System Identification**, press the **Enter** button, then scroll down until you see the IP address.

2. Click the Scans button to view the Scans tab.

CentreWare IS displays thumbnails of the images in the Public Folder on the system's hard drive.

- **3.** If you want to see thumbnails of the images in a private folder:
 - **a.** On the left side of the screen under **Private Folders**, click the name of the private folder in the list.
 - **b.** If the private folder has a numeric password, enter the password and click the **OK** button.
- **4.** In the **Retrieve As** drop-down list to the right of the image that you want to retrieve, select the desired file format.
- 5. Click the **Go** button for that file.

Note

If you want to delete that file, click the **Delete** button instead. To delete all of the files in that folder, click the **Delete All** button below the thumbnails.

6. Follow the prompts to save the image to the desired location on your computer (Windows), or save the image from the application in which it opened (Macintosh).

Using the Xerox Scan Utility (Windows Only)

You can use the **Xerox Scan Utility** to view, open, and delete scanned image files.

1. If you scanned images directly to your computer, the Xerox Scan Utility automatically opens. If it is not open, right-click the icon on the taskbar (in the lower-right corner of your screen), then select **Xerox Scan Utility** on the popup menu.



Note

If the icon is not in the taskbar, select the Windows **Start** menu, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.

2. From the **Location** drop-down list, select a folder to view those scanned images. The window displays thumbnails of the images in the selected location. The date and time that the image was scanned displays below each thumbnail.

Note

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

- **3.** If you want to change the size of the thumbnails, select the **View** menu, select **Thumbnail Size**, then select a size.
- **4.** To retrieve an image from the Public Folder or from a private folder, click to highlight the image, then click the **Retrieve** button.

The scan utility retrieves the image from the system and places it in your **My Scanned Images** folder.

Note

If you want to delete the image you selected, click the **Delete** button instead.

For more information, select the **Help** menu item to view the online help.

Importing Scanned Images into Another Application

If the system has either a USB or TCP/IP connection, you can import scanned images directly into an application on your computer by using the application's **Insert**, **Acquire**, or **Import** menu selection.

Using the Xerox Image Importer on Windows 2000, Windows XP, and Windows Server 2003 (TCP/IP)

If the system has a TCP/IP network connection, use the following procedure to import images into an application:

- 1. Start the application and open the file in which you want to place the image.
- Select the menu item to acquire the image.
 For example, if you are using Word to place an image in a document, select Custom Insert, select Picture, select From Scanner or Camera, select the scanner, and click the Custom Insert button.
- 3. In the upper left part of the **Xerox Image Importer** window, select the location of the image from the **Location** drop-down list. You can select the **Public Folder**, a **<pri>private folder>**, or the **My Scanned Images** folder.

Note

If you are prompted, enter the 4-digit numeric password for the folder you selected.

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

- If you move your mouse over the thumbnail, a popup message shows information including the resolution and size of the image file.
- If you want to change the size of the thumbnails, select the **View** menu, select **Thumbnail Size**, then select **Small**, **Medium**, or **Big**. If you recently scanned an image and do not see it displayed, click the **Refresh** button.
- **4.** If desired, you can change the color and resolution of the imported image. For more information, see "Changing the Xerox Image Importer Settings in Windows" on page 4-15.
- **5.** Click to highlight the image you want to import.
 - Some applications allow you to import multiple images at one time. To select more than one image, hold down the **Ctrl** or **Shift** button on your keyboard as you select another image. To import all of the images in the folder, select the **Edit** menu, then select **Select All**.
- **6.** Click the **Import** button. A copy of the image is transferred to that location in your application.

Note

If you want to delete the images you selected, click the **Delete** button instead. For more information about the **Image Importer**, select the **Help** menu item to view the online help.

Changing the Xerox Image Importer Settings in Windows

When you import images using the Xerox Image Importer, you can change the color and resolution of the imported image.

- 1. Select the **Settings** menu, then select **Import Options** to open the **Image Import Options** dialog box.
- **2.** If desired, move the slider to change the resolution.
 - If you select **Best**, images are imported using the same resolution that they were scanned.
 - If you select **Fair**, the images are imported at a resolution of 100x100. The lower the resolution, the shorter the time to import the image.
- 3. If you want all images to be imported in black and white select **Import Image as Black** and White. This selection shortens the time to import the image.
- **4.** Click the **OK** button to save your changes and exit the dialog box.

To have the system automatically delete the image from the hard drive of the WorkCentre C2424 system after it is imported, select the **Settings** menu, then select **Delete After Import** so there is a checkbox on this menu item.

Using the WIA Image Manager on Windows XP and Windows Server 2003 (USB)

If the system has a USB connection, you can import images from the Public Folder on the system's hard drive.

Note

To import images using the WIA image manager, the Xerox Scan Utility must be running in the taskbar. If the icon is not in the taskbar, select the Windows **Start** menu, select **Programs**, select **Xerox Office Printing**, select **Scanning**, and then select **Xerox Scan Utility**.



To import scanned images into an application:

- 1. Start the application and open the file in which you want to place the image.
- 2. Select the menu item to acquire the image.

For example, if you are using Word to place an image in a document, select **Insert**, select **Picture**, select **From Scanner or Camera**, select the scanner, and click the **OK** button.

- 3. In the **Get Pictures from WIA Xerox WorkCentre C2424** window, open the **Public Folder** folder to view thumbnails of the images in that folder.
- **4.** To see details of an image file:
 - **a.** Click to select the image.
 - **b.** Click **View picture information** to view the **Properties** dialog box, which shows the date and time that the image was scanned and the file size.
 - **c.** Click the **OK** button to close the dialog box.

5. Click to highlight the image you want to import.

Some applications allow you to import multiple images at one time. To select more than one image, hold down the **Ctrl** or **Shift** button on your keyboard as you select another image. To import all of the images in the folder, select the **Edit** menu, then select **Select All**.

6. Click the **Get Pictures** button.

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

Note

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

Using the Xerox Image Importer on Macintosh OS X

The Xerox Image Importer driver (TWAIN) is part of the standard installation for Macintosh OS X. To import images into an application:

- 1. Start the application and open the file in which you want to place the image.
- Select the menu item to acquire the image.
 For example, if you are using Word to place an image in a document, select Insert, select
 Picture, select From Scanner or Camera, select the scanner, and click the Acquire
 button.
- **3.** In the upper left part of the **Xerox Image Importer** window, select the location of the image from the **Location** drop-down list. You can select the **Public** folder or a private folder.

Note

If you are prompted, enter the 4-digit numeric password for the folder you selected.

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

- If you move your mouse over the thumbnail, a popup message shows information including the resolution and size of the image file.
- If you want to change the size of the thumbnails, move the slider near the lower-right corner of the window.

Note

For more information about the **Image Importer**, click the **Help** button to view the online help.

4. If desired, change the import settings. For more information, see "Changing the Xerox Image Importer Settings on a Macintosh" on page 4-17.

5. Click to highlight one or more images that you want to import. To select more than one image, hold down the **Command** button on your keyboard as you select an image.

To import all of the images in the folder, click the **Select All** checkbox.

Note

If you recently scanned an image and don't see it displayed, click the **Refresh** button.

6. Click the **Import** button.

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

Note

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

Changing the Xerox Image Importer Settings on a Macintosh

To change the color and resolution used when images are imported:

- 1. Click the **Settings** button to open the **Image Import Options** dialog box.
- 2. If desired, move the slider to change the resolution. If you select **As Scanned**, images are imported using the same resolution that they were scanned. If you select **Least**, the images are imported at a resolution of 100x100. The lower the resolution, the shorter the time to import the image.
- 3. If you want all images to be imported in black, white, and gray, select **Import Image as Black and White**. This selection shortens the time to import the image.
- **4.** Click the **OK** button to save your changes and exit the dialog box.

To have the system automatically delete the image from the hard drive of the WorkCentre C2424 system after it is imported, select **Delete After Import** on the lower-left corner of the **Image Importer** window.

Managing Files and Controlling Scanning Options

This section includes:

- "Viewing Images" on page 4-18
- "Deleting Image Files" on page 4-19
- "Controlling Scanning Policies" on page 4-21

Viewing Images

The image files are stored on the system's hard drive with unique file names that indicate the date and time of the scan: yyyy-mm-dd@hh.mm.ss.tif. However, these file names do not describe the image. To see the content of the image files:

- View thumbnails of the images using CentreWare IS (page 4-12) or the Xerox Scan Control (page 4-13).
- View thumbnails of the images using another application (page 4-14).

Deleting Image Files

When you press the **Scan** button on the control panel, the display shows the **<%>Full** indicating how much hard drive space has been used to store scanned images. If a new scanned image would exceed the available space on the hard drive, the control panel displays an error message indicating that the hard drive is full; scanning cannot continue until some files are deleted to create enough space.

Note

The size of scanned image files varies based on the scan resolution and color options selected.

To save space on the hard drive, periodically delete scanned images that are no longer needed. You can delete files using:

- The control panel
- CentreWare IS

Note

When you retrieve a scanned image directly into an application, you can have the image automatically deleted from the WorkCentre system's hard drive after it is imported into an application. For more information, see "Using the Xerox Image Importer on Windows 2000, Windows XP, and Windows Server 2003 (TCP/IP)" on page 4-14 and "Using the Xerox Image Importer on Macintosh OS X" on page 4-16.

Using the Control Panel to Delete Image Files

To remove all scan files from a folder:

- 1. At the control panel, press the **Scan** button.
- 2. In the menu, select the folder; see "Setting the Scan Destination" on page 4-6.
- 3. Select Clear Folder, then press the Enter button.
- **4.** When prompted whether you want to remove all scan files from this folder, select **Yes**, then press the **Enter** button.

Using CentreWare IS to Delete Image Files

You can remove some or all scan files from a folder:

- 1. Access CentreWare IS:
 - **a.** Launch your web browser.
 - **b.** Enter your system's IP address in the browser's Address field (http://xxx.xxx.xxx).

Note

You can find the IP address on the "Configuration Page" or the "Startup Page. You can also view the IP address on the control panel; press the **System Setup** button, select **Information**, press the **Enter** button, select **System Identification**, press the **Enter** button, then scroll down until you see the IP address.

- 2. Click the Scans button to view the Scans tab.
- **3.** If you want to delete scanned images from a private folder:
 - **a.** Click the name of the private folder in the list on the left side of the screen.
 - **b.** Enter the password for that private folder.
- **4.** If you want to delete all image files in that folder, click the **Delete All** button.
- 5. If you want to delete a specific file, click the **Delete** button to the right of that file.

Note

You can automatically delete images from the public folder or private folders. Under **Administrative** on the left side of the screen, click **Folder Cleanup** and enter your password (if prompted). Refer to the online help for more information.

Controlling Scanning Policies

Administrators can control the scanning policies, including requirements for passwords when setting up private folders.

- 1. Access CentreWare IS:
 - a. Launch your web browser.
 - **b.** Enter your system's IP address in the browser's Address field (http://xxx.xxx.xxx.xxx).

Note

You can find the IP address on the "Configuration Page" or the "Startup Page. You can also view the IP address on the control panel; press the **System Setup** button, select **Information**, press the **Enter** button, select **System Identification**, press the **Enter** button, then scroll down until you see the IP address.

- 2. Click the Scans button to view the Scans tab.
- **3.** Under **Administrative** on the left side of the screen, click **General** and enter your password (if prompted).
- **4.** Make desired changes to the scan policy settings. Refer to the online help for more information.