



DocuColor 250

# Scan Out Services User Guide

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# Introduction

This document provides information on how to use the Scan Out feature for the DocuColor 250 with DocuSP 50.xx DFE (Digital Front End).

## About this guide

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Before using this documentation, become familiar with its contents and conventions.

## Contents

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This guide contains the following:

- “Introduction” (this chapter) provides information about how to use the guide; describes the conventions used; and gives references to other sources of information relevant to the system.
- Chapter 1, “Overview,” provides an overview of the system; and identifies the licensing, hardware, and software requirements.
- Chapter 2, “Using Scan Services,” provides information on how to access the Web Scan Services Application and gives an overview of its components.
- Chapter 3, “Creating Templates and Folders,” provides step-by-step instructions on creating templates and folders.
- Chapter 4, “Scanning Documents,” provides step-by-step instructions on how to initiate and complete a scan job, and how to retrieve your scanned images.
- Chapter 5, “Managing Templates and Folders,” provides step-by-step instructions on editing and managing templates and managing image files.
- Chapter 6, “Administrator Functions,” provides information on setting template defaults, maintaining the scan service disk, and setting scan job deletion options.
- Chapter 7, “Appendix,” provides the terms and conditions of the GNU Lesser General Public License (LGPL).
- An index is provided at the end of this document.

## Conventions

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This guide uses the following conventions:

- **Initial capital and square brackets:** Names of buttons on the user interface are shown with an initial capital and within square brackets (for example, click [Close]).
- **Bold:** Names of folders, tabs, dialog boxes, and screens are shown in bold. (for example, the **Image Quality** tab).
- **Italics:** Document and library names are shown in italics (for example, the *Xerox DocuPrint NPS/IPS Guide to Managing Print Jobs*).



**NOTE:** *Notes are hints that help you perform a task or understand the text.*



**CAUTION:** *Cautions alert you to actions that could damage hardware or software, or cause loss of data.*



**WARNING:** *Warnings alert you to conditions that may affect the safety of people.*



## Documentation

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This section lists related publications.

### DocuColor 250

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Information for the Xerox DocuColor 250 is available in the following publications:

- **Training and Information CD (TICD)** – This CD contains a multi-national, interactive presentation designed to help you learn about the functions and features available on the DocuColor 250/240. It includes sections on Getting Started, How-Tos, Tutorials, Maintenance, and Troubleshooting.
- **Quick Start Guide** – This hardcopy document provides detailed instructions in setting up the DocuColor 250/240 for everyday use. The Quick Start Guide includes instructions on changing paper attributes, replacing toner cartridges, and other detailed information that you might need to begin using your DocuColor 250/240 quickly.

### DocuSP 50.xx

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Information for DocuSP 50.xx is available in the following publications:

- **DocuSP System Guide** – This guide contains detailed information on how to manage DocuSP, as well as instructions on how to set up new user accounts, and how to maintain the system disk.
- **DocuSP On-line Help** – The DocuSP help system is available from the DocuSP user interface.
- **Color Management Guide** – This guide contains information on setting up and managing color profiles, and on obtaining uniform color between DocuSP and the output device.



# 1 Overview

## About the Scan Out Feature

---

The Xerox DocuColor 250 has an integrated scanner that supports a Scan Out feature, which allows you to scan documents using scan job templates stored on the DocuSP DFE (Digital Front End). Up to 250 templates can be stored on the DocuSP.

You can create scan job templates, manage your templates and folders, and retrieve and manage your image files from your workstation via DocuSP's Web Scan Services Application.

Scanned images are transferred to image repositories, or folders, on the DocuSP where they are stored. Using the Web Scan Services Application you can access your folders and download your scanned images to your local workstation.



**NOTE:** *Users with User and Operator access rights may access only their own templates and folders. System Administrators may access all templates and folders.*

## Setup for the Scan Out

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The following hardware, software, and licensing requirements must be met before the DocuColor 250 with DocuSP Scan Out feature is operational.

### Hardware Requirements

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- DocuColor 250
- DocuSP DFE with Secondary Network Interface Card (Single Gigabit Ethernet Card) installed
- Cross-over cable to connect the DocuColor 250 to the DocuSP DFE secondary NIC port
- Networked workstation

## Software Requirements

- DocuSP version 50.xx or above is required to manage the scan job templates and image repository.
- Web browser – minimum version requirements:

Version Platform	Internet Explorer	Mozilla	Firefox	Mozilla Firefox	Netscape	Safari
PC	6	1.7.8	1.0.4		7.1	
Mac		1.6	1.0.4		7.1	(Mac OS 10.4)
UNIX				1.03		

- Web Scan Services Application – This application is installed on the DocuSP when the Xerox representative installs the DocuSP software.



**NOTE:** DocuSP includes use of GNU source and object code, which is subject to the terms of the GNU GPL. Please review the GNU GPL terms and conditions to understand the restrictions under this license. See “GNU Lesser General Public License” on page 7-1. For more information on GNU, please go to <http://www.gnu.org/licenses/gpl.txt>.

## HTTP Gateway License

Before the Internet Services Gateway can be enabled for the Scan Out feature, the HTTP gateway must be licensed. The license is installed and the gateway is enabled by the Xerox representative as part of the DocuSP software installation.

## 2 Using Scan Services

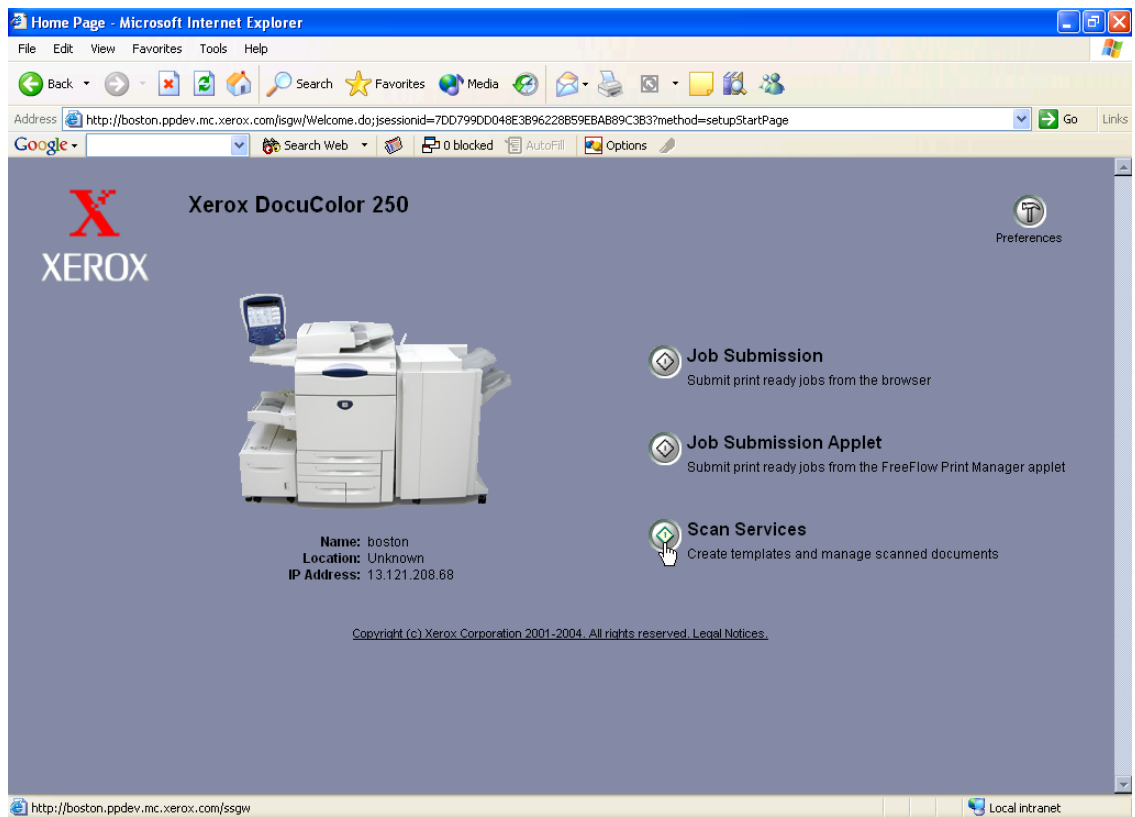
### Accessing the Web Scan Services Application

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#### At your workstation

1. Launch a Web browser such as Internet Explorer.
2. Enter the IP Address or hostname of the DocuSP DFE.  
The DocuColor 250 Internet Services Home Page displays.



3. Click the [Scan Services] button.

- At the login screen enter the user name and password of an existing DocuSP account.



**NOTE:** You must have a DocuSP account to use this service. If you do not have an account, ask your system administrator to set one up.

- Click [OK].

The DocuSP Web Scan Services Application opens, displaying all Scan Folders and Templates created by the logged in user.

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	ANewTemplate	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	big template	user	0	06/20/2005 11:40 AM	
<input type="checkbox"/>	default template	user	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	FastJPG	user	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	IQTest	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	LOCKTEST	user	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	Multi TIFF	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	My Photos	user	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	Single Page TIFF	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

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**NOTES:**

- After 15 minutes of inactivity you will be prompted to log in again.
- For users with User and Operator access rights, only templates and folders created by the user currently logged in are displayed. Users with Administrator access rights have access to all templates and folders.

## Using the Scan Folders and Templates Page

The screenshot shows the 'Scan Folders & Templates' interface for a Xerox DocuColor 250. The page includes a header with the machine name, user information, and navigation links. Below the header is a table listing various scan folders and templates, each with columns for Folder Name, Owner, Documents, Date Modified, and Template Description. Numbered callouts identify specific UI elements: 1 points to the machine name, 2 to the current folder path, 3 to the Folders and View drop-down menus, 4 to the table header, 5 to the table rows, 6 to the folder selection checkboxes, 7 to the Folder Name column, 8 to the Owner column, 9 to the Documents column, 10 to the Date Modified column, 11 to the Template Description column, 12 to the Home and Logout links, 13 to the user name, and 14 to the user icon.

Folder Name	Owner	Documents	Date Modified	Template Description
ANewTemplate	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
big template	user	0	06/20/2005 11:40 AM	
default template	user	0	06/20/2005 11:35 AM	uses factory defaults
FastUPG	user	2	06/15/2005 10:55 AM	Fastest Compression
IQTest	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
LOCKTEST	user	2	06/08/2005 08:26 AM	To add a LCK
Multi TIFF	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
My Photos	user	2	06/15/2005 10:55 AM	Photo with Best Compression
Single Page TIFF	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

- ① – **Machine model** – The model name of the machine from which you initiate your scan jobs.
- ② – **Current folder** – As you navigate through your folders, the folder location displays here.
- ③ – **Drop-down menus:**

**Folders menu**

- Open Folder
- Edit Template
- New Template and Folder
- Copy Template and Folder
- Rename Template and Folder
- Delete Template and Folder

### View menu



- My Folders\*
- View All\*
- Redisplay – refreshes the template list

\* These options appear for users with Administrator access rights. For more information see page 6-1.

### Document menu

- Open Folder\*
- Save As
- Delete

\*This option appears for sub-folders, or Document Folders, of scan jobs containing multiple image files.

- ④ – **Select All checkbox** – Mark this checkbox to select all templates or folders.
- ⑤ – **Template / Folder selection checkboxes** – Mark a checkbox to select an individual template or folder.
- ⑥ – **Template / Folder / Document icon**
  -  – Template / Folder
  -  – Document Folder
- ⑦ – **Folder Name** (Template Name) – Lists template folders by name. Clicking on this link changes the sort order of your templates. Clicking repeatedly toggles between ascending and descending order. By default, templates are listed by folder name in ascending order.
- ⑧ – **Owner** – Lists templates by the DocuSP user name of the template creator. For users with Administrator access rights, clicking the link sorts templates in **All Folders** view by owner in ascending alphabetical order. Clicking again sorts in descending order. The default order is ascending.
- ⑨ – **Documents** – Displays the number of scan documents within the template folder. Clicking this link sorts your template folders according to the number of documents present within the folder. The default order is ascending, with the fewest number of documents listed first.
- ⑩ – **Date Modified** – Shows the date and time of the last template modification. Clicking the link lists the templates in chronological order. The default order lists oldest dates first. Clicking again sorts by most recent date and time.
- ⑪ – **Template Description** – Shows the template description as entered by the user during template creation or modification. Clicking the link sorts the templates alphabetically by the first word of the Template Description. The default order is ascending.



⑫ – **Server name** – The name of the DocuSP server to which you are logged in.

⑬ – **Navigation links**

- Home – returns you to the DocuColor 250 home page without logging you out.
- Logout – logs you out of the Web Scan Services Application and returns you to the DocuColor 250 home page.
- Preferences\* – opens the Preferences pop-up window for setting template defaults.

\* This link appears only for users with Administrator access rights.

⑭ – **User Name** – The name of the user which is currently logged in to the Web Scan Services Application.



# 3 Creating Templates and Folders

Using the Web Scan Services Application at your workstation you can create and manage your scan job templates, their corresponding folders, and your scanned images.

## Creating a Scan Template and Folder

---



### To create a template and folder:

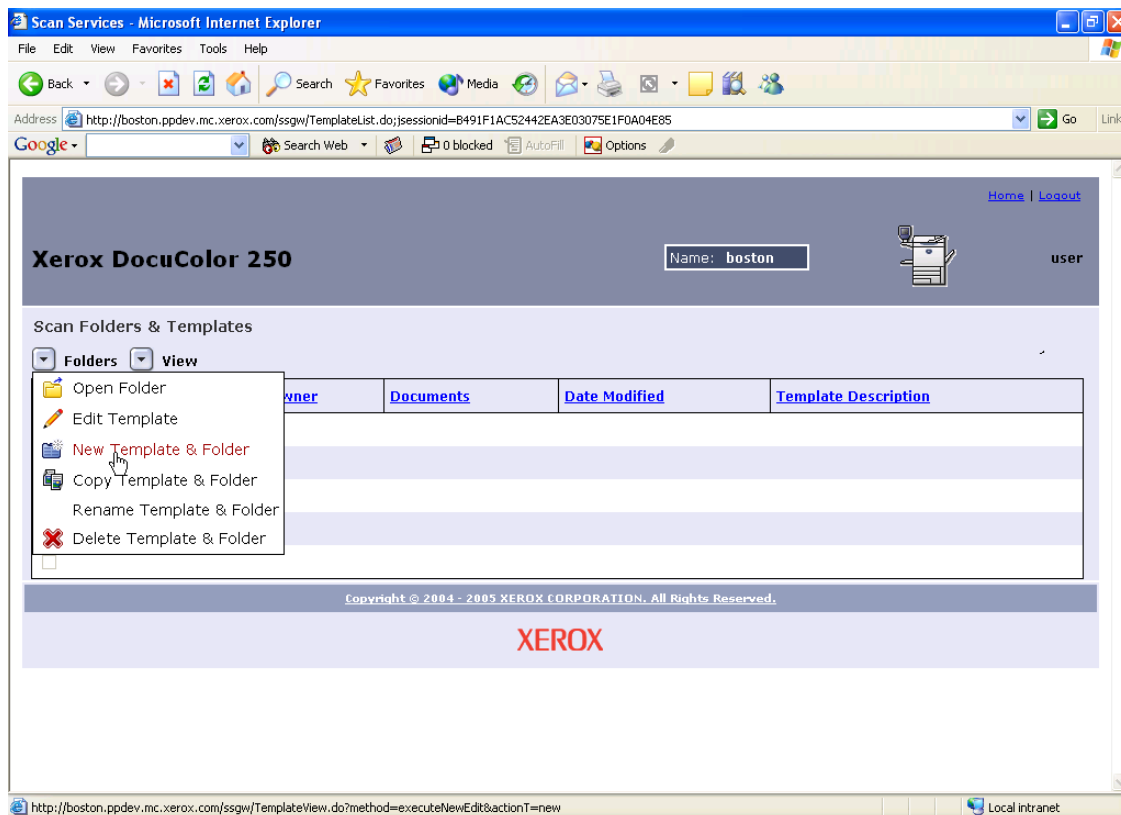
1. From a Web browser, access the Web Scan Services Application and log on using an existing DocuSP account (see page 2-1).  
The **Scan Folders and Templates** list displays.



### NOTES:

- *For information on setting up DocuSP accounts, refer to the DocuSP System Guide.*
- *Except for accounts with Administrator access rights, only templates and folders created by the user currently logged in are displayed.*

2. From the **Folders** menu, select **New Template & Folder**.



3. On the **Basic Scanning** tab, enter a name in the **Template and Folder Name** field.



**NOTES:**

- The template name must be unique. If a template exists with the name that you select, you are prompted to choose a different name.
- Template names may consist of up to 24 alpha numeric characters, which may include spaces and underscores.

- If you wish, you can add a description for your template in the **Template Description** field. A template description is helpful for determining the best template for your job without having to open the template to see its properties.

Scan Folders & Templates > New Template & Folder

**Basic Scanning** | Image Quality | Scan Options | Output Format

**Template & Folder Name**  
duplex multi

**Template Description**  
for 2-sided multi-page scans

**File Format**  
☒ Multi-page TIFF  
☐ Single-page TIFF  
☐ PDF  
☐ JPEG  
 Compression Quality: Normal

**Color Mode**  
☒ Auto  
☐ Full Color  
☐ Grayscale  
☐ Black & White

**Original Type**  
☐ Text & Photo  
☒ Text  
☐ Photo

**2 Sided Originals**  
☒ 1 Sided  
☐ 2 Sided (Head to Head)  
☐ 2 Sided (Head to Toe)

OK Reset Cancel



**NOTE:** Noting the output file format in the Template Description may be helpful in determining which template to use, as this property is not visible at the DocuColor 250.

- Select the settings for your template. See “Editing Templates” on page 5-2 for more information.
- Click [OK].

Scan Folders & Templates > New Template & Folder

**Basic Scanning** | Image Quality | Scan Options | Output Format

**Template & Folder Name**  
duplex multi

**Template Description**  
for 2-sided, multi-page scans

**File Format**  
☒ Multi-page TIFF  
☐ Single-page TIFF  
☐ PDF  
☐ JPEG  
 Compression Quality: Normal

**Color Mode**  
☒ Auto  
☐ Full Color  
☐ Grayscale  
☐ Black & White

**Original Type**  
☐ Text & Photo  
☒ Text  
☐ Photo

**2 Sided Originals**  
☒ 1 Sided  
☐ 2 Sided (Head to Head)  
☐ 2 Sided (Head to Toe)

OK Reset Cancel

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The template and its corresponding folder are created and display in the **Scan Folders & Templates** list.



**NOTE:** You must refresh the template list at the DocuColor 250 for newly-created templates to appear in its display.



## 4 Scanning Documents

Once you have created a template you may initiate a scan job at the DocuColor 250.

### Accessing the Template List

---



**To access the template list at the DocuColor 250:**

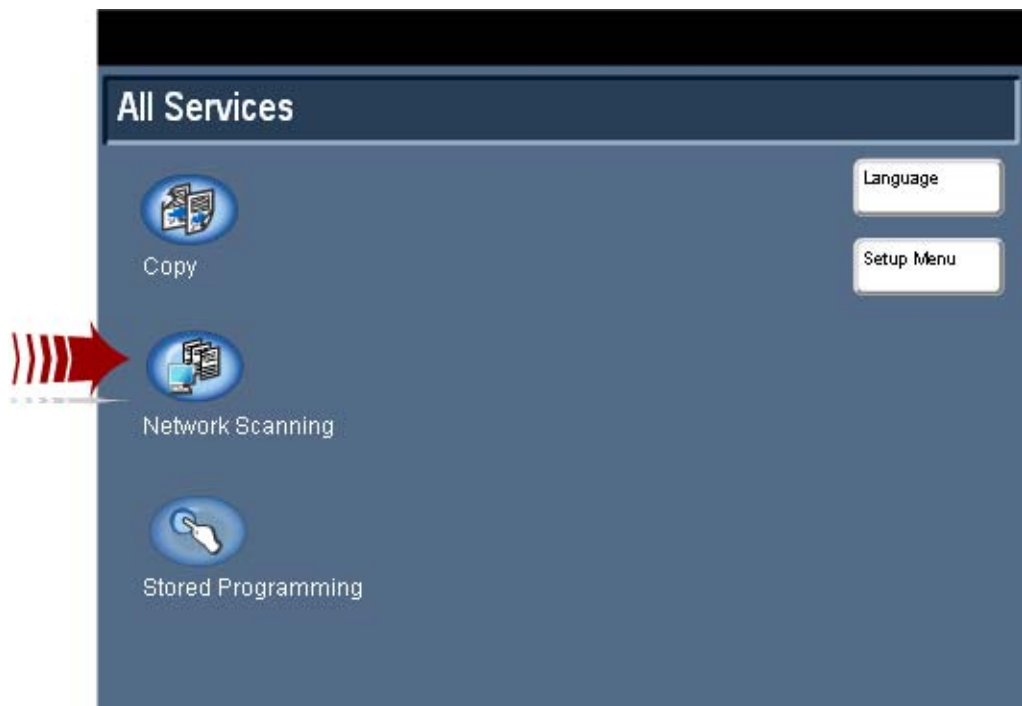
1. Press the [Clear All] button on the Control Panel to clear any selections made by a previous user.



- Press the [All Services] button on the Control Panel.



- Touch the [Network Scanning] button on the touch screen.

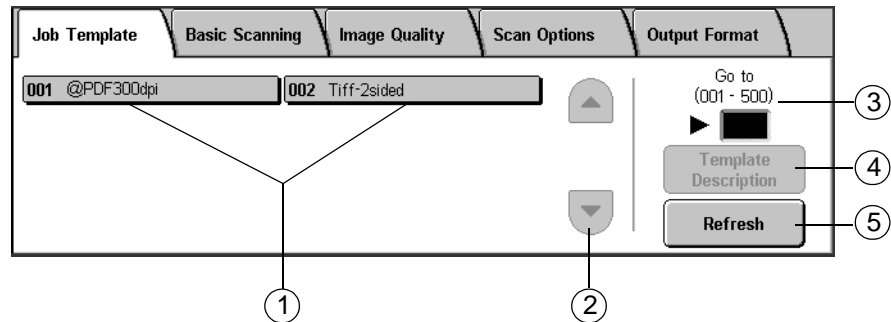


**NOTE:** After several seconds of inactivity, the screen returns to copy mode, and you must perform steps 2 and 3 again.

The template list displays on the Job Template tab.



## Using the Scanning Services Touch Screen



- ① – **Template list** – Scan templates display here. The three-digit number to the left of the template name is not part of the template. These numbers are assigned sequentially to the current list of templates, and so the number assigned to a template may change as templates are added or deleted. You may enter these numbers in the **Go to** box to advance to a particular template without having to scroll through the list.
- ② – **Scroll bar** – Use to scroll through the template list.
- ③ – **Go to 001 - 250** – Enter a template number to display that template immediately in the template list.
- ④ – **Template Description** – Touch this button to see the template description.
- ⑤ – **Refresh** – Touch this button to refresh the template list to include any new templates or modifications to existing templates.



### NOTES:

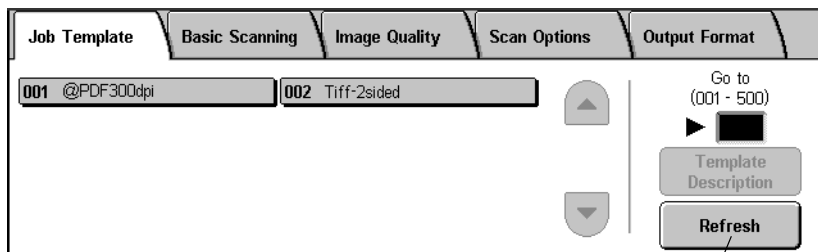
- The four scan job properties tabs correspond to those in the Web Scan Services Application.
- You may not be able to modify some options at the DocuColor 250. If you need to modify a setting that is unavailable, you must edit the template from the Web Scan Services Application.
- Templates with names longer than 20 characters are truncated on the DocuColor 250 Touch Screen. Once a truncated template name is selected, the entire template name displays at the top of the Touch Screen.

## Initiating a Scan



### To initiate your scan job:

1. If necessary, refresh the template list. This is important if you have just created or modified the template you plan to use.  
To refresh the template list, touch the [Refresh] button on the Touch Screen.



Refresh button

2. From the list of templates, select a template of which you are the owner, that has the appropriate settings for the scan job you wish to initiate.



**CAUTION:** Be sure that you select a template created under your own account. If you select another user's template you may not be able to retrieve your images from the Web Scan Services Application.



**NOTE:** You should always use a template that contains the attributes that you need for your scan job. However, you may need to change some of the scan settings for the current job. Some settings cannot be modified at the DocuColor 250. In such cases, you can do one of the following:

- edit the existing template (see page 5-2).
- copy the template whose attributes resemble what you need, then make minor changes to the new template (see page 5-12).
- create a new template with the necessary attributes (see page 3-1).



**NOTE:** Remember, after a brief period of inactivity, the screen returns to copy mode, and you must perform steps 2 and 3 on page 4-2 again.

3. Remove any staples and paper clips from the documents to be scanned.
4. To scan using the Document Handler, continue to "Scanning using the Document Handler" below.  
To scan from the Document Glass go to "Scanning from the Document Glass" on page 4-6.

## Scanning using the Document Handler

5. Load your original documents into the Document Handler long-edge feed, with the first page on top.



6. Press the [Start] button on the Control Panel.  
Scanning begins.



7. Remove your documents from the DocuColor 250.

## Scanning from the Document Glass

---

5. Place your original document on the Document Glass.
6. Press the [Start] button on the Control Panel.  
Scanning begins.



7. To scan more documents, touch [Next Original].
8. Remove the previous document from the glass, and place the next document on the Document Glass.
9. Touch [Start] on the Touch Screen.  
Repeat steps 7 through 9 for additional originals.
10. After scanning the last original, touch [Last Original].
11. Remove the last document from the Document Glass.  
The job is output to the DocuSP.

## Retrieving your Scanned Images



To retrieve your images at your workstation:

1. From your Web browser, access the Web Scan Services Application and log on (see page 2-1).
2. Select a folder from the list by marking its checkbox.

Home | Logout

**Xerox DocuColor 250** Name: **boston** user

Scan Folders & Templates

☒ Folders ☐ View

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	big template	user	0	06/07/2005 01:52 PM	
<input type="checkbox"/>	duplex multi	user	0	06/07/2005 01:48 PM	for 2-sided multi-page scans
<input type="checkbox"/>	simple	user	0	06/07/2005 01:51 PM	
<input checked="" type="checkbox"/>	JPEG	user	0	06/07/2005 11:41 AM	

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3. From the **Folders** menu, select **Open Folder**.

Home | Logout

**Xerox DocuColor 250** Name: **boston** user

Scan Folders & Templates

☒ Folders ☐ View

- Open Folder
- Edit Template
- New Template & Folder
- Copy Template & Folder
- Rename Template & Folder
- Delete Template & Folder


<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	big template	user	0	06/07/2005 02:03 PM	
<input type="checkbox"/>	duplex multi	user	0	06/07/2005 01:48 PM	for 2-sided multi-page scans
<input type="checkbox"/>	simple	user	0	06/07/2005 01:51 PM	
<input type="checkbox"/>	JPEG	user	0	06/07/2005 11:41 AM	

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4. If the selected output file format is **Single-page TIFF** or **JPEG** your images are stored in a Document Folder within the template folder. In this case, from the **Document** menu, select **Open Folder**.

5. Select the file you want from the image and job log files by marking the appropriate checkbox.

**Xerox DocuColor 250** Name: **boston**  **user**

[Scan Folders & Templates](#) > [JPEG](#) > JPEG1.XSM

☐ **Document**

<input type="checkbox"/>	Name	Owner	Date Modified	Type	Size
<input checked="" type="checkbox"/>	 JPEG1.jpg	user	06/07/2005 11:45 AM	JPEG	9KB
<input type="checkbox"/>	 JPEG1.xst	user	06/07/2005 11:45 AM	Log	1KB
<input type="checkbox"/>	 JPEG2.jpg	user	06/07/2005 11:45 AM	JPEG	9KB
<input type="checkbox"/>					
<input type="checkbox"/>					


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**NOTE:** Files must be downloaded individually.






6. Select **Save As** from the **Document** menu.

**Xerox DocuColor 250** Name: **boston**  **user**

[Scan Folders & Templates](#) > [FastJPEG](#) > DOC

☐ **Document**

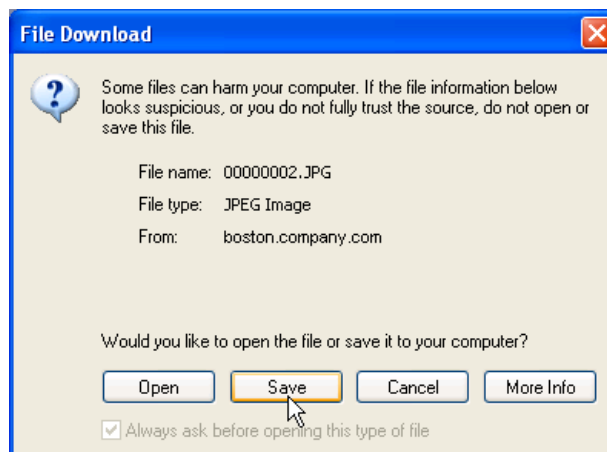
 **Save As**  
 **Delete**

<input type="checkbox"/>	Name	Owner	Date Modified	Type	Size
<input type="checkbox"/>	0001.JPG	user	06/15/2005 11:11 AM	JPEG	1826KB
<input checked="" type="checkbox"/>	 00000002.JPG	user	06/15/2005 11:11 AM	JPEG	1033KB
<input type="checkbox"/>	 DOC.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/>	 DOC.XST	user	06/15/2005 11:11 AM	Log	1KB
<input type="checkbox"/>	 NEXTNAME.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/>	 XSMDESC.DAT	user	06/15/2005 11:11 AM	Other	0KB

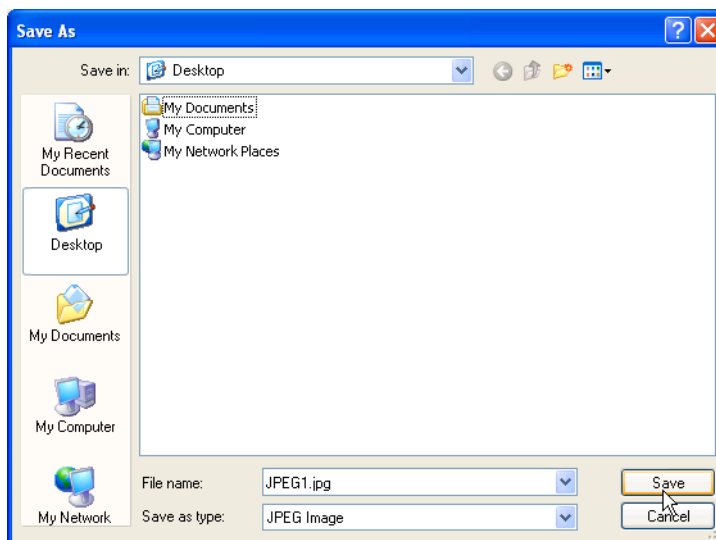
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**XEROX**

7. At the **File Download** dialog, click [Save].



8. Browse to the location to which you want to save the file.



9. Rename the file if desired.
10. Click [Save].





## 5 Managing Templates and Folders

In addition to creating templates and folders, you can perform the following functions:

- List
- Edit\*
- Copy
- Rename
- Delete

\*Edit applies only to templates. You cannot edit folders.



**NOTE:** *Users with User or Operator access rights may only access and manage their own templates and folders. Users with Administrator access rights may access and manage all templates and folders.*

### Listing Templates and Folders

---

Each time you log on to the Web Scan Services Application, the **Scan Folders and Templates** list displays. The list also displays upon completion of edit, copy, rename, and delete functions.



**NOTE:** *Users with User or Operator access rights can only see their own templates and folders. Users with Administrator access rights may list all templates and folders.*

## Editing Templates

You can edit templates through the Web Scan Services Application. Modifications to a template will apply to all future scans.



### NOTES:

- You must refresh the template list the DocuColor 250 for template modifications to take effect.
- You cannot edit templates from the DocuColor 250. However, when you invoke a template for a scan job you may change some of the settings. The settings are used for that job only, and are recorded in the scan log file (.xst), if the template is set to save Job Log files (see pages 5-10 and 5-11). The template remains unaltered.



### To edit a template

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list.
2. Mark the checkbox next to the template you wish to edit.
3. From the **Folders** menu, select **Edit Template**.

**Xerox DocuColor 250** Name:  user

Scan Folders & Templates

- Open Folder
- Edit Template**
- New Template & Folder
- Copy Template & Folder
- Rename Template & Folder
- Delete Template & Folder

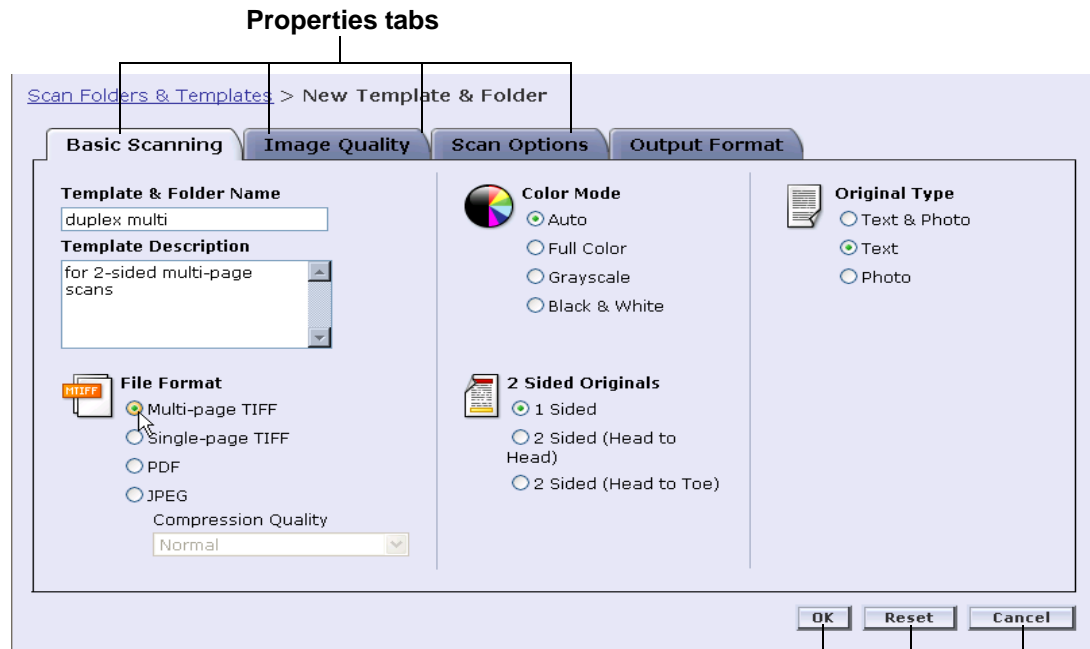
Name	Documents	Date Modified	Template Description
0	06/07/2005 01:52 PM		
0	06/07/2005 01:48 PM		for 2-sided multi-page scans
0	06/07/2005 01:51 PM		

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The following four template properties tabs display:

- Basic Scanning
- Image Quality
- Scan Options
- Output Format



**OK** – Saves changes and redispays the template list.

**Reset** – Discards changes and refreshes the current properties page.

**Cancel** – Discards all changes and redispays the template list.

4. Edit your template as necessary according to the way you want your scan jobs set up.

5. Click [OK].

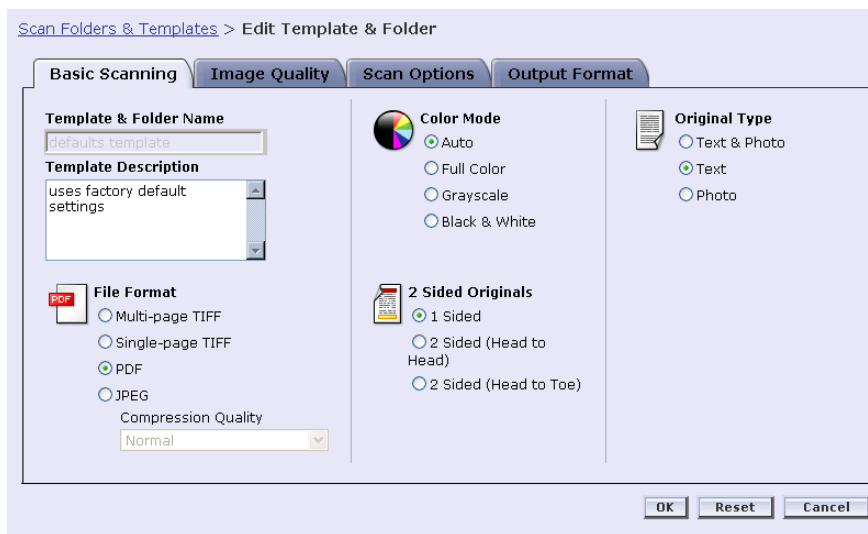


**NOTE:** Users with User or Operator access rights can only edit their own templates and folders. Users with Administrator access rights may edit all templates and folders.

## Basic Scanning

On the **Basic Scanning** tab, select from the following options:

- File Format
- Color Mode
- 2 Sided Originals
- Original Type



**NOTE:** The **Template & Folder Name** field cannot be altered.

### File Format

The following output file formats are available:

- Multi-page TIFF
- Single-page TIFF
- PDF
- JPEG



**NOTE:** File format may not be modified at the DocuColor 250.

### Multi-page TIFF

This option saves the scan job as a single file containing multiple images.

## Single-page TIFF

This option scans each page of the document and saves it as a separate TIFF file, resulting in multiple image files. These are stored together on the DocuSP in a sub-folder called a Document Folder.



**NOTE:** Do not use the Color Mode option “Auto” with this file format. Selecting Color Mode option “Auto” causes a conflict error message.

## PDF

This option saves the scan job as a single, multi-page PDF file.

## JPEG

This option scans each page of the document and saves it as a separate JPEG file, resulting in multiple image files. These are stored together on the DocuSP in a sub-folder called a Document Folder.

When JPEG is selected, the **Compression Quality** drop-down list becomes available. The following options are available:

- Fastest
- Fast
- Normal
- Good
- Best
- **Fastest** allows you to save your files faster, and offers a smaller file size, however image quality is reduced. **Best** offers better image quality, however saving your files takes longer, and the file sizes are larger.

## Color Mode

---

Select the color option you want for your scan job output. Color Mode options are:

- Auto (can be used only with PDF)
- Full Color
- Grayscale
- Black & White (cannot be used with JPEG)



**NOTE:** This option may not be modified at the DocuColor 250.

## 2 Sided Originals

2 Sided Original options are:

- 1 Sided
- 2 Sided (Head to Head)
- 2 Sided (Head to Toe)

## Original Type

Select the option that best describes the content on the original.  
Original Type options are:

- Text & Photo
- Text
- Photo

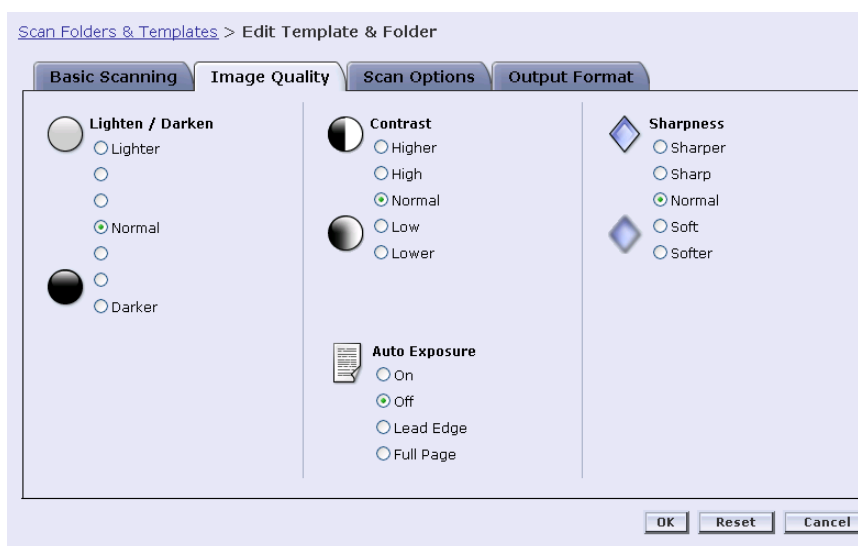


**NOTE:** This option may only be modified at the DocuColor 250 if PDF is selected as the output file format.

## Image Quality

On the **Image Quality** tab, make selections for the following options:

- Lighten / Darken
- Contrast
- Auto Exposure
- Sharpness



## Lighten / Darken

---

This option yields lighter or darker scanned images.

## Contrast

---

You can increase or decrease the contrast between light areas and dark areas of your scan job output based on the contrast of your original. Contrast options are:

- Higher
- High
- Normal
- Low
- Lower

## Auto-Exposure

---

Auto-Exposure optimizes your scan job image quality automatically. Options are:

- On – Optimizes image quality automatically.
- Off – The Auto-Exposure function is inactive.
- Lead Edge – Auto-exposure is based on examining only the first few lines of the leading edge of the document.
- Full Page – Auto-exposure is based on examining the entire page by prescanning each page first.

## Sharpness

---

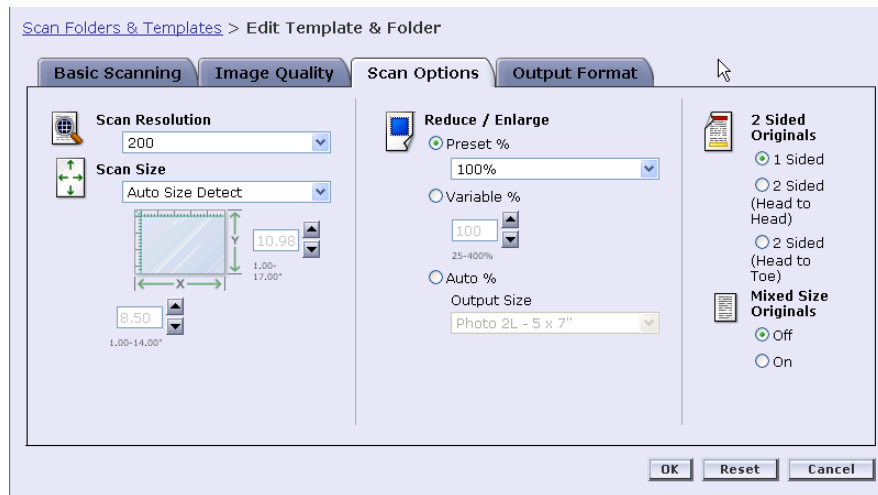
The Sharpness setting lets you soften lines that appear harsh in your originals, or sharpen lines that appear blurry in your originals. Sharpness options are:

- Sharper
- Sharp
- Normal
- Soft
- Softer

## Scan Options

On the **Scan Options** tab, make selections for the following options:

- Scan Resolution
- Scan Size
- Reduce / Enlarge
- 2 Sided Originals
- Mixed Size Originals



### Scan Resolution

Set the Scan Resolution you want for your scan jobs. Higher resolution settings will yield larger file sizes. Scan Resolution options are:

- Best
- 200
- 300
- 400
- 600

### Scan Size

Select the Scan Size for the scan input document. Scan Size options include Auto Size Detect, 17 standard input sizes, and a Custom size option.

Selecting **Custom** activates the **X** and **Y** spin boxes for manual size entry. The following ranges are available for **X** and **Y**:

- **X** – 1 to 17 inches
- **Y** – 1 to 14 inches



## **Reduce / Enlarge**

---

Select a Reduce / Enlarge ratio. Options are:

- Preset
- Variable
- Auto %

### **Preset**

Preset options are 100% and 12 other preset ratios.

### **Variable**

Variable enables manual entry of a Reduce / Enlarge ratio. The available range is from 25% to 400%.

### **Auto %**

Auto % fits the image to one of the standard preset output sizes.

## **2 Sided Originals**

---

2 Sided options are:

- 1 Sided
- 2 Sided (Head to Head) – Flips on long edge, like a book
- 2 Sided (Head to Toe) – Flips on short edge, like a calendar

## **Mixed Size Originals**

---

Select Mixed Size Originals when your scan job consists of multiple original sizes. You can set the output to a single size or to duplicate the original sizes. Mixed Size Originals can be used with any of the Scan Size settings.

## Output Format

On the **Output Format** tab, make selections for the following options:

- Document Object Name
- Image File Name
- Duplicate Document Name Policy
- Job Log

Scan Folders & Templates > Edit Template & Folder

Basic Scanning Image Quality Scan Options **Output Format**

**Document Object Name**  
DOC

**Image File Name**

**Duplicate Document Name Policy**  
☐ Overwrite Existing Document  
☐ Append Images to Existing Document  
☐ Enforce Unique Names  
☒ Auto Generate New Name

**Job Log**  
☐ Suppress  
☒ Save with Images

**Template Owner**  
sa

OK Reset Cancel



**NOTE:** The **Template Owner** field is unavailable. It may not be altered.

### Document Object Name

Enter a name of up to 32 characters for your scan job documents. This name applies to the Document Folder for Single-page TIFF and JPEG jobs, and to the document output files for PDF and Multi-page TIFF jobs. Each scan job using the template will use the Document Object Name and, depending on your Duplicate Document Name Policy setting, may be followed by a sequential number (see page 5-11).

### Image File Name

Enter a name for your image files. Files are named using the name you specify here.



**NOTE:** PDF and Multi-page TIFF jobs do not reside in Document Folders, and are named in the Document Object Name field. The Image File Name does not apply to these output file formats, and therefore any entry in this field is ignored.

## Duplicate Document Name Policy

---

Select a Duplicate Document Name Policy for file naming. Duplicate Document Name Policy determines how new images are handled with respect to existing documents with the same file name. Options are:

- Overwrite Existing Document
- Append Images to Existing Document
- Enforce Unique Names
- Auto Generate New Name

### Overwrite Existing Document

This option causes a new document to overwrite, or replace, an existing document with the identical name with which the new file is to be named. If no such document exists, the file is added, using the assigned name.

### Append Images to Existing Document

This option does not replace the existing document, but saves the new images to the end of it. If no such document exists, the file is added using the assigned name.



**NOTE:** *This option may be used with Single-page TIFF and JPEG output file formats only.*

### Enforce Unique Names

This option requires a new file name; it does not allow replacing or appending new images to existing documents of the same name. If no document exists with the name to be assigned to the new document, the document is created. If such a document already exists, the output document is not created.

### Auto Generate New Name

The file name is automatically generated based on the name entered in the Document Name and Image File Name fields. Multiple documents using the same template are given sequential names, followed by a sequential number.

Example:

Where Document Name specified in the template is “flower,” Document Folders of jobs scanned with that template are named “flower,” “flower001,” “flower002,” etc.

## Job Log

---

Select an option for whether to save a Job Log upon scan completion. Options are:

- Delete Log
- Save with Document

## Copying Templates and Folders

You can copy an existing template and folder. Copied templates and folders may be renamed and edited. They may be treated as any other template and folder.



**NOTE:** When copying a template and folder, only the template and the folder where the images will be stored are copied. Existing scan job images are not copied.



### To copy a template and folder:

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list.
2. Mark the checkbox next to the template you wish to copy.
3. From the **Folders** menu, select [Copy Template and Folder].

Name	Documents	Date Modified	Template Description
0	0	06/07/2005 02:03 PM	
0	0	06/07/2005 01:48 PM	for 2-sided multi-page scans
0	0	06/07/2005 01:51 PM	

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4. In the **Template and Folder Name** field on the **Basic Scanning** tab, enter a name for your new template and folder.



**NOTE:** By default "Copy of" is added to the original template name .

Scan Folders & Templates > Copy Template & Folder

**Basic Scanning** | Image Quality | Scan Options | Output Format

**Template & Folder Name**  
Copy of big template

**Template Description**  
same as big template, except multi-page TIFF

**File Format**  
☒ Multi-page TIFF  
☐ Single-page TIFF  
☐ PDF  
☐ JPEG  
 Compression Quality: Normal

**Color Mode**  
☒ Auto  
☐ Full Color  
☐ Grayscale  
☐ Black & White

**2 Sided Originals**  
☒ 1 Sided  
☐ 2 Sided (Head to Head)  
☐ 2 Sided (Head to Toe)

**Original Type**  
☐ Text & Photo  
☒ Text  
☐ Photo

OK Reset Cancel


5. If desired, enter a description for the new template in the **Template Description** field.
6. Edit the new template as you wish.
7. Click [OK].

The Templates List displays showing the copied folder.

[Home](#) | [Logout](#)











**Xerox DocuColor 250**

Name: **boston**


user

Scan Folders & Templates

☐ Folders
 ☐ View

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	 ANewTemplate	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	 big template	user	0	06/20/2005 11:40 AM	
<input type="checkbox"/>	 Copy of big template	user	0	06/20/2005 01:49 PM	same as big template, except multi-page TIFF
<input type="checkbox"/>	 default template	user	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	 FastJPG	user	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	 IQTest	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	 LOCKTEST	user	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	 Multi TIFF	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	 My Photos	user	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	 Single Page TIFF	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

## Renaming Templates and Folders

You can rename templates and their folders. Folders are automatically given the same name as their corresponding template when you rename the template. Folders cannot be named separately from templates.



### To rename a template and folder:

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list.

2. Mark the checkbox next to the template you wish to rename.

Home | Logout

**Xerox DocuColor 250** Name: **boston** user

Scan Folders & Templates

☒ Folders ☐ View

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	ANewTemplate	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	big template	user	0	06/20/2005 11:40 AM	
<input checked="" type="checkbox"/>	Copy of big template	user	0	06/20/2005 01:49 PM	same as big template, except multi-page TIFF
<input type="checkbox"/>	default template	user	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	FastJPG	user	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	IQTest	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	LOCKTEST	user	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	Multi TIFF	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	My Photos	user	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	Single Page TIFF	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

3. From the **Folders** menu, select [Rename Template and Folder].

Home | Logout

**Xerox DocuColor 250** Name: **boston** user

Scan Folders & Templates

☒ Folders ☐ View

- Open Folder
- Edit Template
- New Template & Folder
- Copy Template & Folder
- Rename Template & Folder**
- Delete Template & Folder

	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	user	0	06/20/2005 11:40 AM	
<input type="checkbox"/>	user	0	06/20/2005 01:49 PM	same as big template, except multi-page TIFF
<input type="checkbox"/>	user	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	user	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	user	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	user	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

4. At the prompt, enter a new name for the template.

**Explorer User Prompt**

Script Prompt:  
Enter a new template name

big multi TIFF template

OK Cancel

5. Click [OK].

The Templates List displays showing the renamed folder.

[Home](#) | [Logout](#)

**Xerox DocuColor 250**

Name: **boston**

**user**

Scan Folders & Templates

☒ **Folders**
☐ **View**

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	ANewTemplate	user	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	big multi TIFF template	user	0	06/20/2005 02:21 PM	same as big template, except multi-page TIFF
<input type="checkbox"/>	big template	user	0	06/20/2005 11:40 AM	
<input type="checkbox"/>	default template	user	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	FastJPG	user	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	IQTest	user	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	LOCKTEST	user	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	Multi TIFF	user	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	My Photos	user	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	Single Page TIFF	user	2	06/15/2005 10:55 AM	Full Color Single Page TIFF

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## Deleting Templates and Folders

If you find that you no longer need or use a template, you can delete the template and folder. Periodically deleting unused templates and folders helps free up disk space on DocuSP.



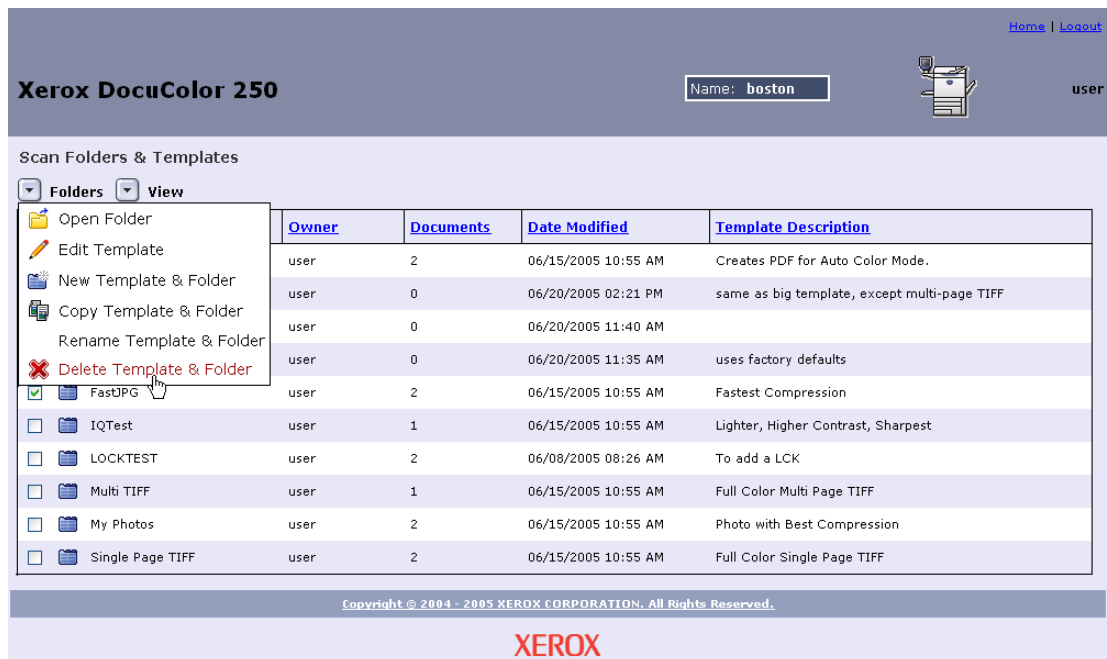
**CAUTION:** *When deleting a template and folder, all folder contents are also deleted.*



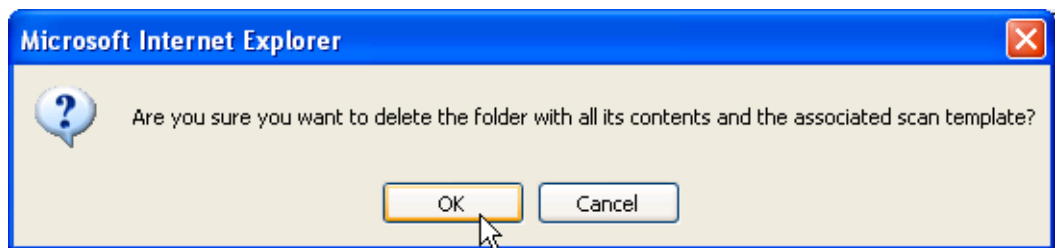
### To delete a template and folder:

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list.
2. Mark the checkbox next to the template you wish to delete.

3. From the **Folders** menu, select [Delete Template and Folder].



4. At the confirmation prompt, Click [OK].



The Templates List displays.



## Managing Your Scanned Images

Scanned image files and job logs are stored in image repositories called folders on the DocuSP DFE. The folder name is the same as the template you used for your scan job.

Once you have completed your scan, you may download your scanned images or delete them.



**NOTE:** Scanned images are set to expire after a time interval set by the system administrator. Images stored in image repositories on the DocuSP DFE beyond the expiration time are subject to deletion during automatic disk cleanup.

## Downloading your Images

You can download your scanned images and job logs from the repository.



### To download your files:

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list.
2. Mark the checkbox for the folder with the name of the template you used for your scan job.
3. Locate your image files.



**NOTE:** Depending on your output settings the files may be in a sub-folder called a Document Folder. If your images are in a Document Folder, you must open the folder and then download your image files one at a time. You cannot download an entire folder.

4. Select the file you wish to download.
5. From the **Document** menu, select [Save As].

Home | Logout

**Xerox DocuColor 250** Name: **boston** user

Scan Folders & Templates > FastJPG > DOC

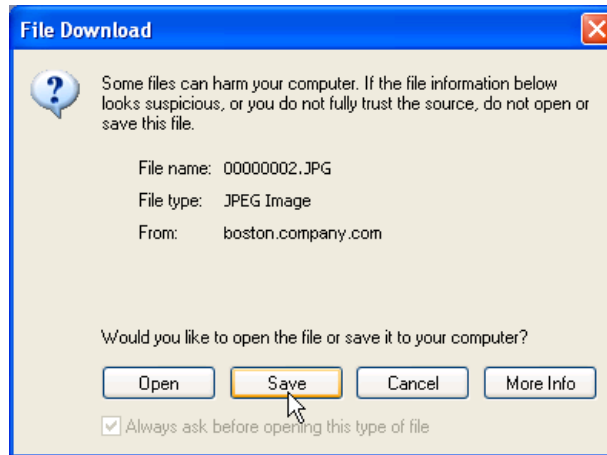
Document

	Owner	Date Modified	Type	Size
<input type="checkbox"/> 0001.JPG	user	06/15/2005 11:11 AM	JPEG	1826KB
<input checked="" type="checkbox"/> 00000002.JPG	user	06/15/2005 11:11 AM	JPEG	1033KB
<input type="checkbox"/> DOC.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/> DOC.XST	user	06/15/2005 11:11 AM	Log	1KB
<input type="checkbox"/> NEXTNAME.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/> XSMDESC.DAT	user	06/15/2005 11:11 AM	Other	0KB

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6. At the File Download dialog, click [Save].



7. Browse to the location on your workstation to which you want to save the file.
8. Click [Save].

## Deleting your Images

When you have downloaded your images, or are otherwise finished with them, you should delete your images and job logs from the DocuSP repository to help optimize disk storage space.



**NOTE:** *Keep in mind that Disk Maintenance settings for the DocuSP may include the periodic automatic deletion of scan jobs. When scan jobs are deleted, all associated images are also deleted.*



### To delete your files:

1. Log on to the Web Scan Services Application to access the **Scan Folders and Templates** list (see page 2-1).
2. Mark the checkbox for the folder with the name of the template you used for your scan job.
3. Locate the folders or files you wish to delete.



**NOTE:** *Depending on your output settings the image files may be in a sub-folder called a Document Folder (shown below). You can delete individual files or folders, or you can delete multiple files or folders at one time.*

4. Select the folders or files you wish to delete. If you want to delete all of the folders or files, mark the checkbox next to **Name** at the top of the list.

Mark to  
select all.

The screenshot shows the Xerox DocuColor 250 web interface. At the top, it says 'Xerox DocuColor 250' and 'Name: boston'. Below this, there's a breadcrumb trail: 'Scan Folders & Templates > FastJPG'. A dropdown menu labeled 'Document' is open, and the 'Name' checkbox is checked. The table below shows a list of files with columns: Name, Owner, Date Modified, Type, and Size. The first two rows are 'DOC' and 'DOC001', both owned by 'user' and dated '06/15/2005 11:11 AM'. The footer contains the copyright notice: 'Copyright © 2004 - 2005 XEROX CORPORATION. All Rights Reserved.' and the XEROX logo.

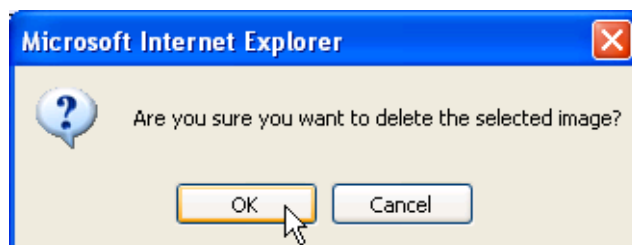
<input checked="" type="checkbox"/>	Name	Owner	Date Modified	Type	Size
<input checked="" type="checkbox"/>	DOC	user	06/15/2005 11:11 AM	Doc	2860KB
<input checked="" type="checkbox"/>	DOC001	user	06/15/2005 11:11 AM	Doc	2852KB
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

5. From the **Document** menu, select [Delete].

The screenshot shows the Xerox DocuColor 250 web interface. At the top, it says 'Xerox DocuColor 250' and 'Name: boston'. Below this, there's a breadcrumb trail: 'Scan Folders & Templates > FastJPG > DOC'. A dropdown menu labeled 'Document' is open, and the 'Delete' option is selected. The table below shows a list of files with columns: Name, Owner, Date Modified, Type, and Size. The first row is '0001.JPG', owned by 'user' and dated '06/15/2005 11:11 AM'. The footer contains the copyright notice: 'Copyright © 2004 - 2005 XEROX CORPORATION. All Rights Reserved.' and the XEROX logo.

	Name	Owner	Date Modified	Type	Size
<input checked="" type="checkbox"/>	0001.JPG	user	06/15/2005 11:11 AM	JPEG	1826KB
<input checked="" type="checkbox"/>	00000002.JPG	user	06/15/2005 11:11 AM	JPEG	1033KB
<input type="checkbox"/>	DOC.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/>	DOC.XST	user	06/15/2005 11:11 AM	Log	1KB
<input type="checkbox"/>	NEXTNAME.DAT	user	06/15/2005 11:11 AM	Other	0KB
<input type="checkbox"/>	XSMDESC.DAT	user	06/15/2005 11:11 AM	Other	0KB

6. At the prompt, click [OK], or click [Cancel] to abandon file deletion.





## 6 Administrator Functions

Users with Administrator access rights have access to all of the templates, folders, and files of all users. Administrators may edit, copy, rename, or delete the templates, folders, and files of all users.

Administrators may also set default template preferences for all users.

### Listing All Templates and Folders


Users with Administrator access rights may view their own templates and folders only, or those of all users. “View All” is enabled by default.



#### To select a view for templates and folders

1. From your Web browser, access the DocuColor 250 Internet Services Home Page and log on to the Web Scan Services Application using a DocuSP account with Administrator access rights (see page 2-1).
2. From the **View** menu:
  - Select **View All** to display templates and folders for all users,**OR**
  - Select **My Folders** to display your own templates and folders only.

[Home](#) | [Logout](#) | [Preferences](#)

**Xerox DocuColor 250** Name: **boston**  **sa**

Scan Folders & Templates

Folders

View

My Folders

View All

Redisplay

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	big t	user	0	06/07/2005 02:32 PM	same as big template except multi-page TIFF
<input type="checkbox"/>	big template	user	0	06/07/2005 02:03 PM	
<input type="checkbox"/>	Copy of simple	sa	0	06/07/2005 02:45 PM	copy of User's template
<input type="checkbox"/>	duplex multi	user	0	06/07/2005 01:48 PM	for 2-sided multi-page scans
<input checked="" type="checkbox"/>	JPEG	user	0	06/07/2005 11:41 AM	
<input type="checkbox"/>	Multi page TIFF	sa	4	06/07/2005 03:01 PM	
<input type="checkbox"/>	PDF	sa	6	06/07/2005 11:40 AM	
<input type="checkbox"/>	simple	user	0	06/07/2005 01:51 PM	
<input type="checkbox"/>	Single page TIFF	sa	0	06/07/2005 11:40 AM	

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**XEROX**

## Setting Template Defaults

Users with Administrator accounts on DocuSP may set or change default properties for new scan templates.



**NOTE:** *Templates created before template defaults were changed are unaffected when template default properties are changed.*



### To edit the default settings for templates

1. From your Web browser, access the Web Scan Services Application and log on using a DocuSP account with Administrator access rights (see page 2-1).
2. Select the **Preferences** link.

Preferences link

[Home](#) | [Logout](#) | [Preferences](#)

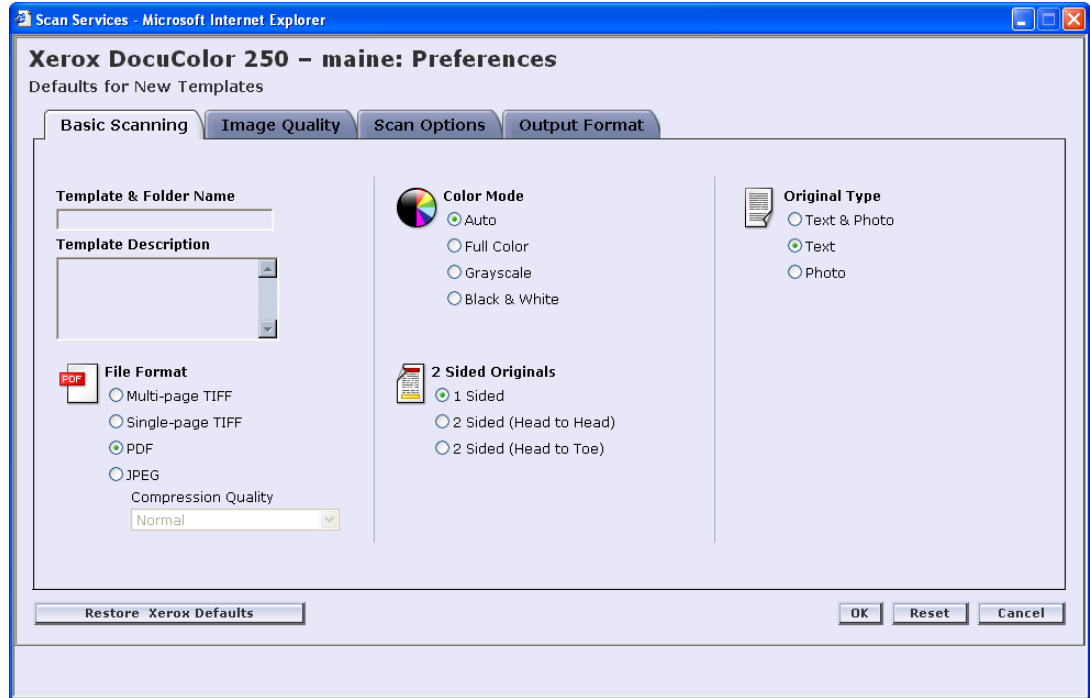
**Xerox DocuColor 250** Name: **boston** **sa**

Scan Folders & Templates

☐ Folders ☐ View

<input type="checkbox"/>	Folder Name	Owner	Documents	Date Modified	Template Description
<input type="checkbox"/>	ANewTemplate	sa	2	06/15/2005 10:55 AM	Creates PDF for Auto Color Mode.
<input type="checkbox"/>	big multi TIFF template	sa	0	06/20/2005 02:21 PM	same as big template, except multi-page TIFF
<input type="checkbox"/>	big template	sa	0	06/20/2005 11:40 AM	
<input type="checkbox"/>	default template	sa	0	06/20/2005 11:35 AM	uses factory defaults
<input type="checkbox"/>	FastJPG	sa	2	06/15/2005 10:55 AM	Fastest Compression
<input type="checkbox"/>	IQTest	sa	1	06/15/2005 10:55 AM	Lighter, Higher Contrast, Sharpest
<input type="checkbox"/>	LOCKTEST	sa	2	06/08/2005 08:26 AM	To add a LCK
<input type="checkbox"/>	Multi TIFF	sa	1	06/15/2005 10:55 AM	Full Color Multi Page TIFF
<input type="checkbox"/>	My Photos	sa	2	06/15/2005 10:55 AM	Photo with Best Compression
<input type="checkbox"/>	nsiCreate_0	user	0	06/20/2005 10:36 AM	
<input type="checkbox"/>	nsiCreate_1	user	0	06/20/2005 10:36 AM	

The **Preferences** pop-up page displays.



3. Set template defaults for **Basic Scanning**, **Image Quality**, **Scan Options**, and **Output Format** on the respective tabs (see pages 6-4 through 6-11).
4. Click [OK].

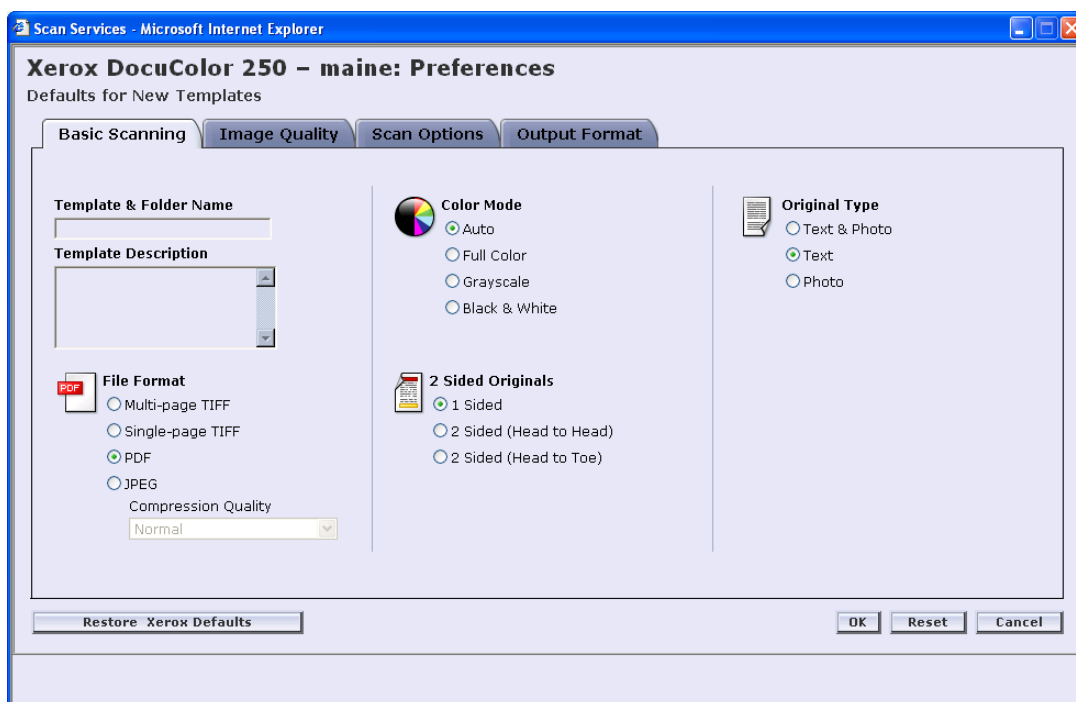


**NOTE:** To restore the factory default template preferences, click the [Reset Xerox Defaults] button.

## Basic Scanning

On the **Basic Scanning** tab, select the following defaults for new templates:

- File Format
- Color Mode
- 2 Sided Originals
- Original Type



**NOTE:** The **Template & Folder Name** and **Template Description** fields cannot be altered. Defaults cannot be set for these fields.

### File Format

The following output file formats are available:

- Multi-page TIFF
- Single-page TIFF
- PDF
- JPEG

The default file format is PDF.

### Multi-Page TIFF

This option saves the scan job as a single file containing multiple images.



## Single-Page TIFF

This option scans each page of the document and saves it as a separate TIFF file, resulting in multiple image files. These are stored together on the DocuSP in a sub-folder called a Document Folder.



**NOTE:** Do not use the Color Mode option “Auto” with this file format. Selecting Color Mode option “Auto” causes a conflict error message.

## PDF

This option saves the scan job as a single, multi-page PDF file.

## JPEG

This option scans each page of the document and saves it as a separate JPEG file, resulting in multiple image files. These are stored together on the DocuSP in a sub-folder called a Document Folder.

When JPEG is selected, the **Compression Quality** drop-down list becomes available. The following options are available:

- Fastest
- Fast
- Normal
- Good
- Best

**Fastest** allows you to save your files faster, and offers a smaller file size, however image quality is reduced. **Best** offers better image quality, however saving your files takes longer, and the file sizes are larger.

The default setting is Normal.

## Color Mode

---

Select the color option you want for your scan job output. Color Mode options are:

- Auto (can be used only with PDF)
- Full Color
- Grayscale
- Black & White (cannot be used with JPEG)

The default setting is Auto.

## 2 Sided Originals

---

2 Sided Original options are:

- 1 Sided
- 2 Sided (Head to Head)
- 2 Sided (Head to Toe)

The default setting is 1 Sided.

## Original Type

---

Select the option that best describes the content on the original.

Original Type options are:

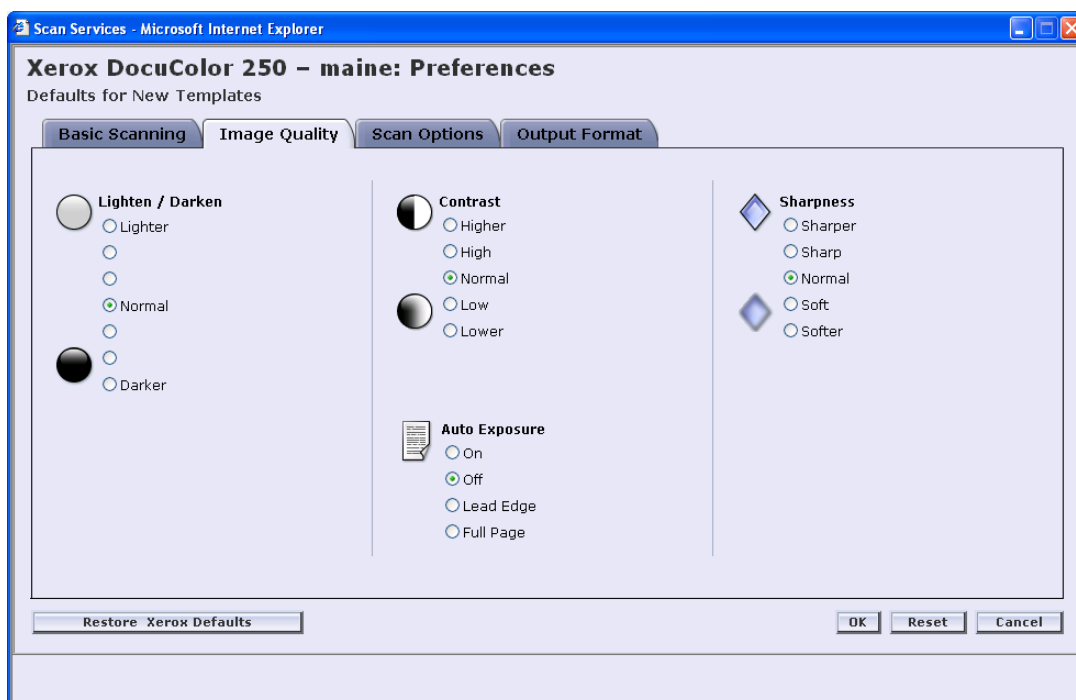
- Text & Photo
- Text
- Photo

The default setting is Text.

## Image Quality

On the **Image Quality** tab, make selections for the image quality defaults for new templates:

- Lighten / Darken
- Contrast
- Auto Exposure
- Sharpness



### Lighten / Darken

This option sets template defaults for lighter or darker scanned images. The default setting is Normal.

### Contrast

You can increase or decrease the contrast between light areas and dark areas of your scan jobs based on the contrast of your original. Contrast options are:

- Higher
- High
- Normal
- Low
- Lower

The default setting is Normal.

## Auto-Exposure

---

Auto-Exposure optimizes your scan job image quality automatically. Options are:

- On – Optimizes image quality automatically.
- Off – The Auto-Exposure function is inactive.
- Lead Edge – Auto-exposure is based on examining only the first few lines of the leading edge of the document.
- Full Page – Auto-exposure is based on examining the entire page by prescanning each page first.

The default setting is Off.

## Sharpness

---

The Sharpness setting lets you soften lines that appear harsh in your originals, or sharpen lines that appear somewhat blurry in your originals. Sharpness options are:

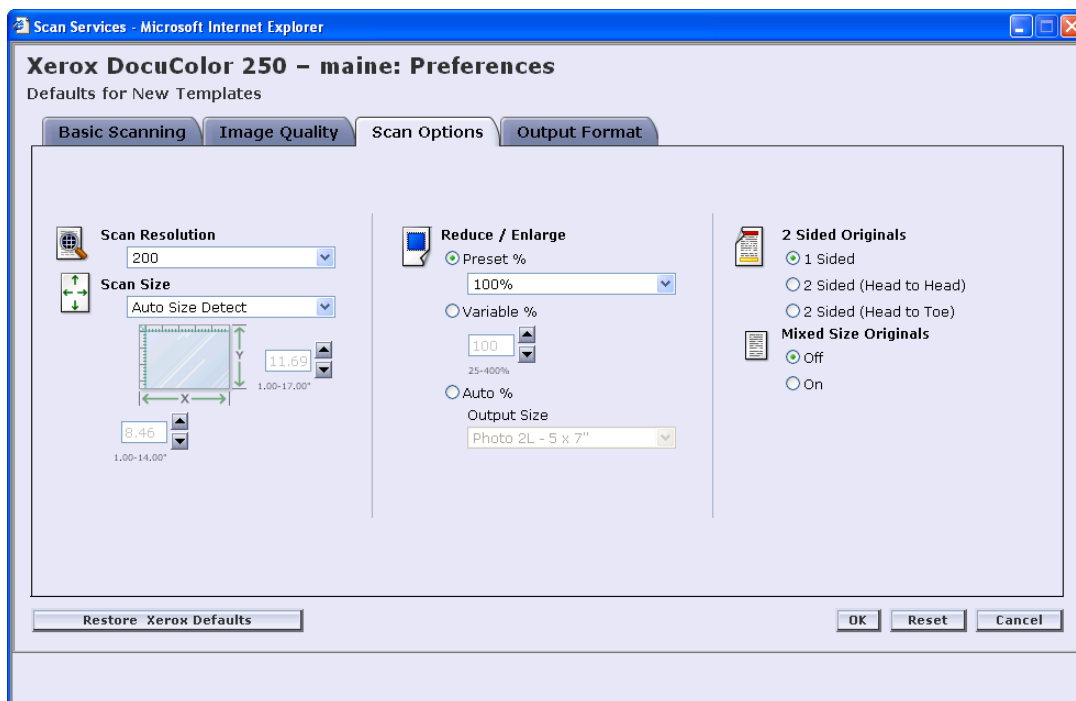
- Sharper
- Sharp
- Normal
- Soft
- Softer

The default setting is Normal.

## Scan Options

On the **Scan Options** tab, select the following defaults for new templates:

- Scan Resolution
- Scan Size
- Reduce / Enlarge
- 2 Sided Originals
- Mixed Size Originals



## Scan Resolution

Set the Scan Resolution you want for your templates. Higher resolution settings will yield larger file sizes. Scan Resolution options are:

- Best
- 200
- 300
- 400
- 600

The default setting is 200.

## Scan Size

---

Select a default Scan Size for the scan input document. Scan Size options include Auto Size Detect, 17 standard input sizes, and a Custom size option.

Selecting **Custom** activates the **X** and **Y** spin boxes for manual size entry. The following ranges are available for **X** and **Y**:

- **X** – 1 to 17 inches
- **Y** – 1 to 14 inches

The default setting is Auto Size Detect.

## Reduce / Enlarge

---

Select a Reduce / Enlarge ratio default for all templates. Options are:

- Preset
- Variable
- Auto %

The default setting is Preset, 100%.

### Preset

Preset is the default setting. Preset options are 100% and 12 other preset ratios.

The default setting is 100%.

### Variable

Variable enables manual entry of the Reduce / Enlarge ratio. The available range is from 25% to 400%.

The default setting is 100%.

### Auto %

Auto % fits the image to one of the standard preset output sizes.

The default setting is Photo 2L - 5 x 7".

## 2 Sided Originals

---

Options are:

- 1 Sided
- 2 Sided (Head to Head) – Flips on the long edge, like a book
- 2 Sided (Head to Toe) – Flips on the short edge, like a calendar

The default setting is 1 Sided.

## Mixed Size Originals

Select Mixed Size Originals when your scan job consists of multiple original sizes. You can set the output to a single size or to duplicate the original sizes. Mixed Size Originals can be used with any of the Scan Size settings.

The default setting is Off.

## Output Format

On the **Output Format** tab, select the following defaults for new templates:

- Document Object Name
- Image File Name
- Duplicate Document Name Policy
- Job Log

The screenshot shows the 'Xerox DocuColor 250 - maine: Preferences' dialog box, specifically the 'Output Format' tab. The dialog has four tabs: 'Basic Scanning', 'Image Quality', 'Scan Options', and 'Output Format'. The 'Output Format' tab is active. It contains the following settings:

- Document Object Name:** A text field containing 'DOC'.
- Image File Name:** An empty text field.
- Duplicate Document Name Policy:** Four radio buttons: 'Overwrite Existing Document', 'Append Images to Existing Document', 'Enforce Unique Names', and 'Auto Generate New Name' (which is selected).
- Job Log:** Two radio buttons: 'Suppress' and 'Save with Images' (which is selected).
- Template Owner:** A text field that is currently empty and appears to be disabled.

At the bottom of the dialog, there are three buttons: 'Restore Xerox Defaults', 'OK', 'Reset', and 'Cancel'.



**NOTE:** The **Template Owner** field is unavailable. It may not be altered.

## Document Object Name

---

Enter a default document object name up to 32 characters. This name applies to the Document Folder for Single-page TIFF and JPEG jobs, and to the document output files for PDF and Multi-page TIFF jobs. Each scan job using the template will use the Document Object Name and, depending on your Duplicate Document Name Policy setting, may be followed by a sequential number (see page 6-12).

The default setting for Document Object Name is DOC.

## Image File Name

---

Enter a name for your image files. Files are named using the name you specify here.



**NOTE:** *PDF and Multi-page TIFF jobs do not reside in Document Folders, and are named in the Document Object Name field. The Image File Name does not apply to these output file formats, and therefore any entry in this field is ignored.*

## Duplicate Document Name Policy

---

Select a Duplicate Document Name Policy template default for file naming. Duplicate Document Name Policy determines how new images are handled with respect to existing documents with the same file name located within the folder where the new document is to be stored.

Options are:

- Overwrite Existing Document
- Append Images to Existing Document
- Enforce Unique Names
- Auto Generate New Name

The default setting is Auto Generate New Name.

## Overwrite Existing Document

This option causes a new document to overwrite, or replace, an existing document with the identical name with which the new file is to be named. If no such document exists, the file is added, using the assigned name.

## Append Images to Existing Document

This option does not replace the existing document, but saves the new images to the end of it. If no such document exists, the file is added using the assigned name.



**NOTE:** *This option may be used with Single-page TIFF and JPEG output file formats only.*



## Enforce Unique Names

This option requires a new file name. It does not allow replacing or appending new images to existing documents of the same name. If no document exists with the name to be assigned to the new document, the document is created. If such a document already exists, the output document is not created.

## Auto Generate New Name

The file name is automatically generated based on the name entered in the Document Name and Image File Name fields. Multiple documents using the same template are given sequential names, followed by a sequential number.

Example:

Where Document Name specified in the template is “flower,” Document Folders of jobs scanned with that template are named “flower,” “flower001,” “flower002,” etc.

## Job Log

---

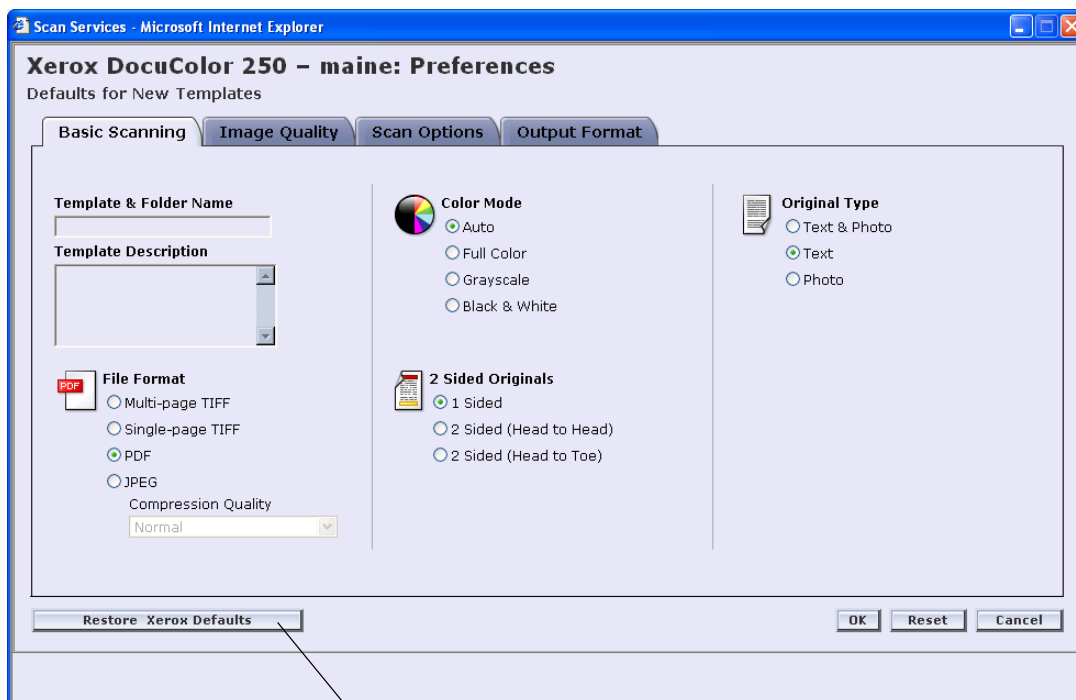
Set the template default for the Job Log upon scan completion. Options are:

- Delete Log
- Save with Document

The default setting is Save with Document.

## Restoring Default Settings

To reset the defaults to the original Xerox settings, select the **Restore Xerox Defaults** button on the **Preferences** pop-up page.



Restore Xerox Defaults button

# Maintaining the Scan Service Disk

## Setting Scan Job Deletion Options

To optimize disk space on the DocuSP, set the scan job deletion options appropriate for your site.

The **Scan Job Options** on the DocuSP are:

- Retain until Manually Deleted
- Automatically Delete

Time Period options for Automatic Deletion are:

- Hours – 1 to 720 (default: 120)
- Days – 1 to 30 (default: 30)

The default setting is Automatically Delete, 120 hours.

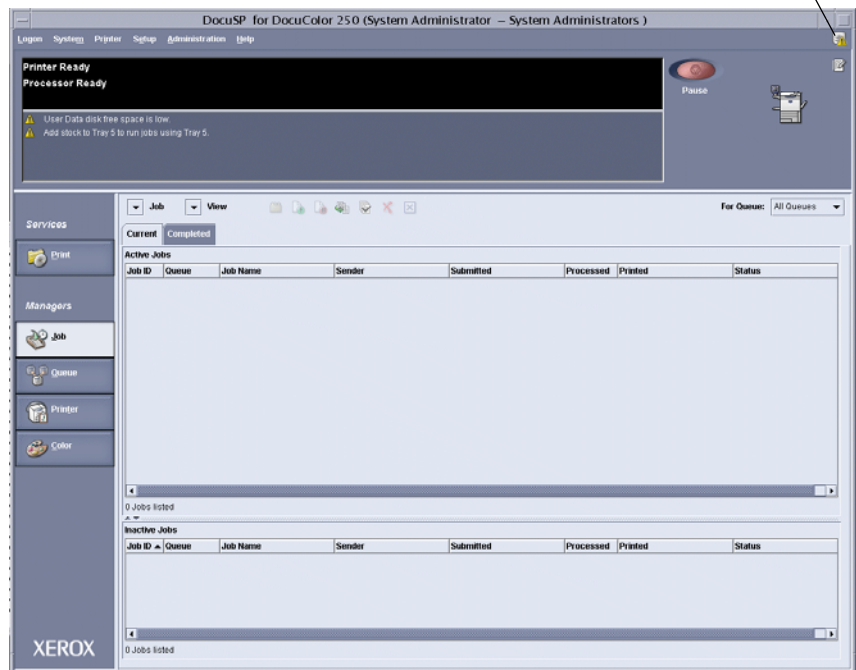
**NOTE:** For more information, see the *DocuSP System Guide*.



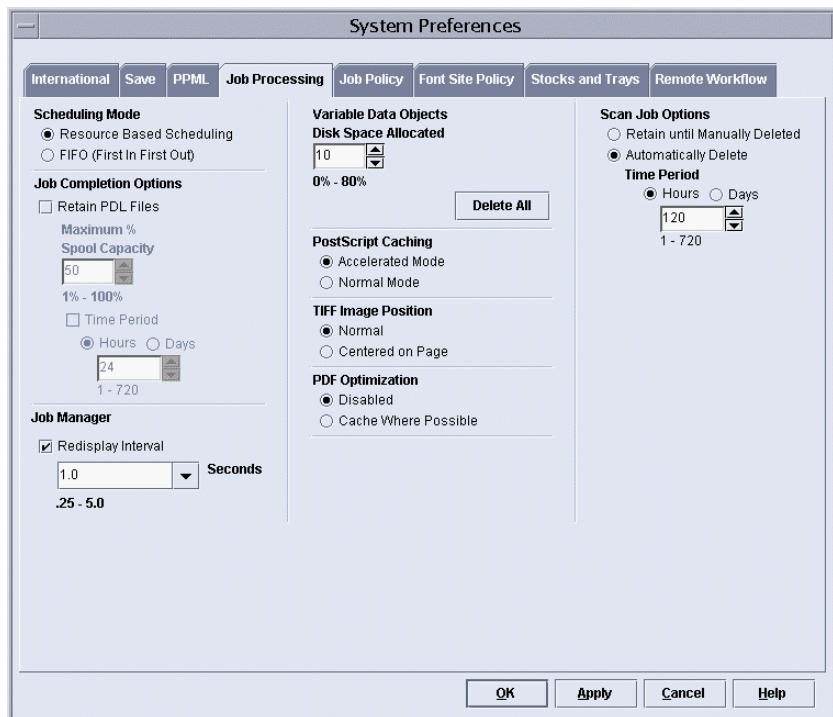
### To set Scan Job Options:

1. On the DocuSP, double-click the Disk Full Warning icon .

Disk Full Warning icon



The System Preferences dialog displays.

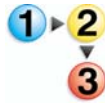


2. Select scan jobs for automatic or manual deletion.
3. For Automatic Deletion, specify a time interval.
4. Click [OK].


## Cleaning the Scan Service Disk

When any of the partitions of the DocuSP System Disk are out of normal usage range, the [Scan Files] and [Clean Disk] buttons become active.

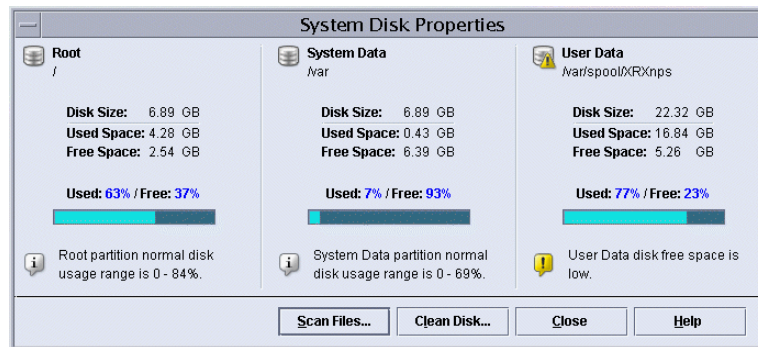
### Checking System Disk Properties



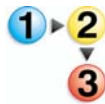
**To check system disk properties:**

On DocuSP, double-click the Disk Full Warning icon .

The System Disk Properties dialog displays.

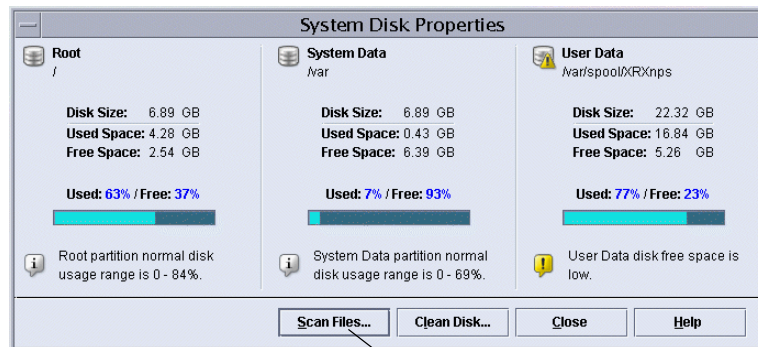


### Deleting Scan Files



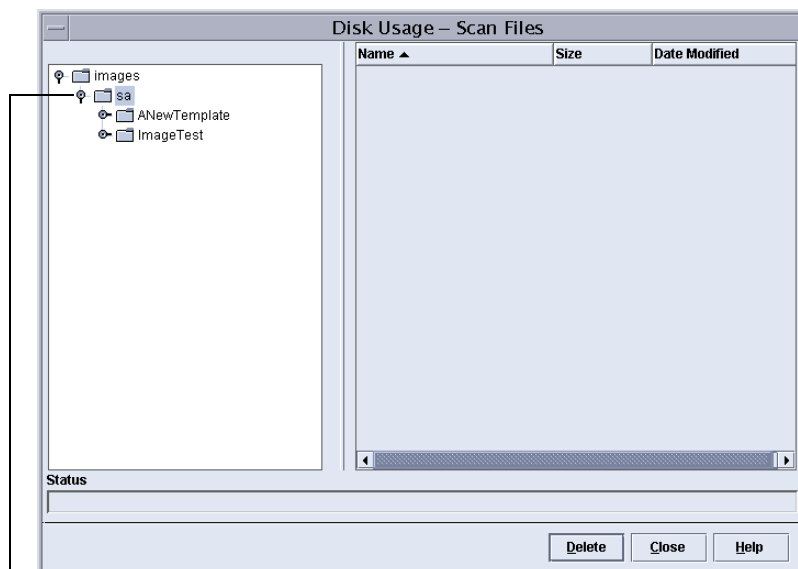
**To delete scan files:**

1. On the System Disk Properties dialog, click the [Scan Files] button.



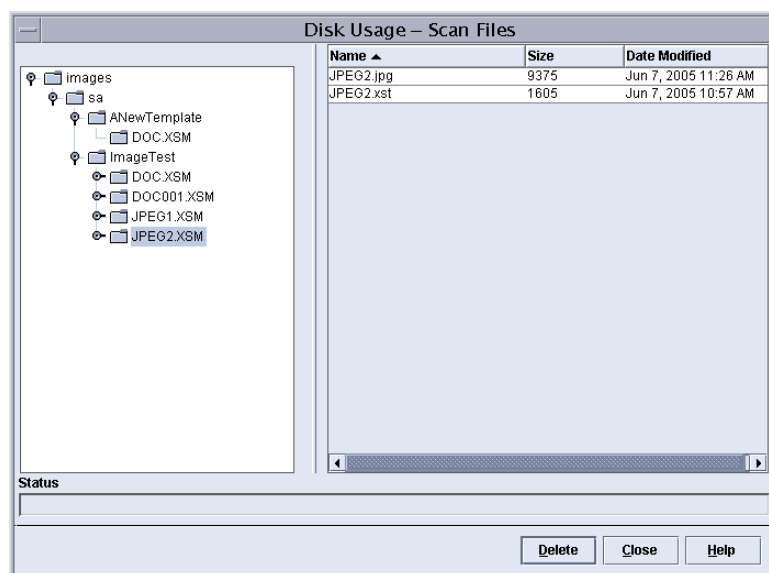
**Scan Files button**

2. On the Disk Usage - Scan Files dialog, select a user.



In this example, user account “sa” is selected.

3. Select a template folder, and then select a scan job, or Document Folder.



In this example, template “ImageTest,” and scan job (Document Folder) “JPEG2.XSM” are selected.

4. Select the files you want to delete.
5. Click [Delete].



#### NOTES:

- When you want to delete an entire folder and its contents, you must first delete all files within the folder. Once the files are deleted, the folder is deleted automatically.
- You cannot delete template folders.

# 7 Appendix

## GNU Lesser General Public License

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Version 2.1, February 1999

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