# Welcome!

The latest Microtek scanners are equipped with smart-buttons for easier access to scanner functions. Scanners with the smart-buttons have these configurations:

- 3 one-touch buttons: Scan, Copy, and E-mail.
- 5 one-touch buttons: Scan, Copy, E-mail, OCR, and Scan-to-Web or Scan, Copy, E-mail, Setup, and Cancel.
- 7 one-touch buttons: Cancel/Setup, Scan, Copy, E-mail, OCR, Scanto-Web, and Custom.

Microtek scanners assist users by simplifying scanning tasks and increasing productivity with just the touch of a button. These "smart buttons" provide an intuitive and easy method to quickly and easily scan images.

For example, to copy a stack of documents, simply place the first page on the scanner bed, and press the **Copy** button. Once the first page has been scanned, place the next page and press the **Copy** button again. The scanner will work like a copier with your printer, printing the documents one after another with no interruption.

The parameters for each button can be defined through the <u>Microtek</u> <u>Scanner Configuration (MSC) utility</u>. When you have completed specifying your scan setting requirements, you can then perform several tasks continuously with just a simple touch.

Launching and exiting the Microtek Scanner Configuration (MSC) utility

How the scanner buttons work

# Launching and Exiting the MSC utility

Launch your Microtek Scanner Configuration (MSC) utility by:

- Double-clicking the Microtek Scanner Configuration (MSC) icon 🖾 from the desktop.
- Pressing the Cancel/Setup button on your scanner (if your scanner is not working).

To exit the Microtek Scanner Configuration (MSC) utility:

• Click the Exit ≥ button located at the top-right corner (OK button on the bottom-right corner for the Mac) of the Microtek Scanner Configuration (MSC) panel.

Using the Microtek Scanner Configuration (MSC) utility



# **Using the MSC utility**

When you launch the MSC, the **Microtek Scanner Configuration (MSC)** panel appears. Depending on the scanner model you are using, you will see 3 tabs (Scan, Copy or E-mail), 5 tabs (Scan, Copy, E-mail, OCR, or To Web), or 6 tabs (Scan, Copy, E-mail, OCR, To Web, or Custom). Click any of the tabs to view or customize the button settings according to your specific requirements.

Click either of the thumbnails below to get a closer view of the Microtek Scanner Configuration (MSC) panel.

### Windows

🔁 OCR	🚳 To Web 🖒 Custom
)riginal:	Photo 💌
<sup>p</sup> urpose:	On Screen Viewing 💌
Scan Type:	True Color
end to Application:	Adobe Photoshop
Scan Frame:	
C Auto Crop	
Fixed Size	
Fixed Size	
	A4
Destination:	
Destination:	C:\PROGRAM FILES\\My Images
Destination: Save in: Filename: File Format:	C.VPROGRAM FILES\N/y Images
Destination: Save in: Filename: File Format:	C.\PROGRAM FILES\\My Images

### **Macintosh**

Original:	Photo	\$
Purpose:	On Screen Viewing	\$
Scan Type:	True Color	\$
Send to Applicatio	on: PictureViewer	\$
Fixed Size: Destination:	A4 \$	
Save in: HD 1:5	canWizard 5 Folder:My Images:	
Filename :	Image	
File Format:	TIFF \$	

# **Customizing the Scan panel**

To obtain a larger view of the Scan panel, click either of the thumbnails below:

Windows	Macintosh
Microtek Scanner Configuration	Microtek Scanner Configuration
ট OCR 🕹 To Web (다 Custom) 드 Scan 중 Copy 🔁 E-Mail	
Originat Photo	Original: Photo 🗢
Purpose: On Screen Viewing 💌	Purpose: On Screen Viewing 🗢
Scan Type:	Scan Type:
Send to Application: Adobe Photoshop	Send to Application:
Scan Frame:	_ Scan Frame:
C Auto Crop	Auto Crop     O Fixed Size: A4
	Destination:
Destination	Save in: HD 1:ScanWizard 5 Folder:My Images:
Save in: C:\PROGRAM FILES\\My Images	Filename : Image
Filename: Image	File Format: TIFF 🔶
File Format Tagged Image File Format (*.til)	
Save multiple images as a single file	Reset     Cancel     OK
DK Cancel Reset Help	( <u> </u>

Select the topic you wish to view from the links below:

**Original** 

**Purpose** 

Scan Type

Send to Application

Scan Frame

**Destination** 

OK button

Cancel button

**Reset button** 

Help button

### Original

Defines the type of your scan material. To scan printed matter (e.g., newspapers, art books, flyers, or magazines), choose Magazine. To scan graphics, choose Illustration.

### **Purpose**

Defines the destination of the scanner output. For viewing purposes alone, choose On Screen Viewing. Choose Custom if you want to set a specific resolution. It is recommended that the resolution not be set higher than the scanner's optical resolution.

### Scan Type

Defines the color output for your document. Make sure you choose the correct image type; it is always best to choose the right image type. For instance, if you choose True Color to scan a gray-level image, a bigger file size and longer scanning time results with little improvement to image quality. Likewise, if your original is text only without images, choose Black & White to achieve better quality than Gray.

Some scanner models support JPEG output color format. Take note that for JPEG image format, the better the image quality, the greater the disk space required. If your Microtek scanner does not support the JPEG format, the JPEG selections will not appear under Scan Type.

### **Send to Application**

Defines the application that will edit and save the scanned image; the application can be an image editor, web browser, or Acrobat program available on your disk.

If the application you prefer to use is not shown on the list yet, add it to the list by -

### **For Windows users:**

Choose Custom from the bottom of the list. Use the resulting dialog box to search and add the new application to the list.

Custom	×
Application full path:	
Application alias:	
	Add
Application alias list	
Adobe Photoshop Ulead PhotoImpact	Delete
Microsoft Internet Explorer	
Microsoft Imaging Adobe Acrobat	
I	Close

**Application full path**: Enter the full path name, or click the yellow folder icon to browse and search for the new application.

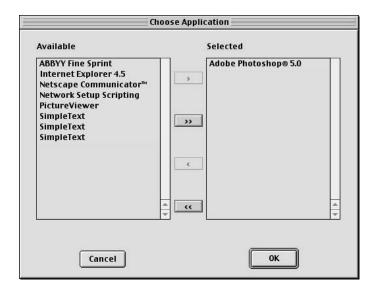
**Application alias**: Enter an alias for the application to be added.

**Add**: When you have located your new application, click Add to include the new application to the Application alias list. Then click Close.

**Delete**: If you want to remove an existing application from the Application alias list,

### For Macintosh users:

Choose Custom from the bottom of the list to bring up "Choose Application" window. The MSC utility starts to search for the available software programs in your disk and displays them on the left panel of the window.



### Scan Frame

Select either Auto Crop or Fixed Size.

> or >> : Select and Add a particular software or all the available software from the "Available" panel to the "Selected" panel.

< or << : Select and Delete a particular software or all the software from the "Selected" panel to the "Available" panel.

When you are done with your software selection. click OK to update the changes made, or Cancel to abandon the selection you've just made.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled and instead, you select the image size from the list. When a scan is performed, the selected scan frame size is framed on the top-center of the glass bed. Thus, it is the important that you position the original on the top-center of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Destination**

Defines the folder for saving and storing the scanned images.

**Save in**: Saves the image to the current folder destination. To change the folder location, click the folder icon at the right end of the existing path.

**Filename**: Refers to the prefix or root name in a series of filenames. By default, the root filename is "Image". If the TIFF file format is selected, the scanned images will be automatically identified as "Image001.tif", "Image002.tif", etc. You can change the default root filename to uniquely label your scan jobs.

File Format: PDF is the default image file format.

**Save multiple images as a single file:** Allows you to save the scanned images into a single file. You can enable this option if the scan frame is "Fixed Size" and the output image file format is DCX, PDF, or TIF. When enabled, MSC will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple images as a single file. If you scan through ADF, the scanning originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

### **OK button**

Confirms and saves the parameters currently specified for the Scan Smart-Touch button on your scanner. The next time you press the Scan button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the Scan tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the Scan tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Customizing the Copy panel**

To obtain a larger view of the panel, click either of the thumbnails below:

Windows	Macintosh
Microtek Scanner Configuration	Microtek Scanner Configuration
🕒 OCR 🛛 🕹 To Web 🖒 Custom	🖉 Scan V 🖶 Copy V 🔁 E-Mail V 🗈 OCR V 🚭 To Web V 🗇 Custom
Original: Photo	Original: Text Document 🗢
Color Copy	Color Copy
Scan Frame:	_ Scan Frame:
C Fixed Size	Auto Crop     Fixed Size: A4
Copy Quality: C Best Scaling: 100% = Normal Copies: 1 = Copies: 1 =	Copy Quality
Show printer setting dialog box before scan Current Printer: HP LasedJet 5/5M PostScript Setup	Reset  Cancel
OK Cancel Reset Help	

Select the topic you wish to view from the links below:

**Original** 

Color Copy

Scan Frame

**Copy Quality** 

**Scaling** 

**Copies** 

Show printer setting dialog box before scan

<u>Setup button</u> (Windows only)

### OK button

**Cancel button** 

Reset button

Help button

### Original

Defines the type of your scan material. To scan printed matter (e.g., newspapers, art books, flyers, or magazines), choose Magazine. To scan graphics, choose Illustration.

### **Color Copy**

Check this option if you are using color printer to print your scanned images.

### Scan Frame

Selects either Auto Crop or Fixed Size.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled instead, you select the image size from the list. When a scan is performed, the selected scan frame size is framed on the center-top of the glass bed. Thus, it is the important that you position the original on the top-center of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Copy Quality**

Selects your printout quality. The higher the image quality, the longer the scanning time and the greater disk space required. Microtek recommends

that you to choose "Normal" quality for 150 dpi printing, "Best" for 600 or 300 dpi printing, and "Draft" for 100 dpi printing.

### **Scaling**

Enlarges or reduces an image. Specifying scaling parameters above 100% will enlarge the scanned image, while specifying scaling parameters below 100% will reduce the scanned image. Scaling range is between 25% and 400%.

### **Copies**

Defines the number of printout (1 to 99) copies required for a current scan job. This setting can be superseded with setting in your Printer Setup dialog box if you have checked the check box on "Show printer setting dialog box before scan."

### Show printer setting dialog box before scan

Check this option if you want to display the printer dialog box before you start to print. Number of printout copies may be redefined in this dialog box. Uncheck this option if you do not want to bring up the printer dialog box and make printout quantity based on "Copies" setting.

**Current Printer**: Displays the currently selected printer.

### **Setup button (Windows only)**

Selects one of the installed printer drivers as your default printer driver, or changes the currently selected printer driver.

### **OK button**

Confirms and saves the parameters currently specified for the Copy Smart-Touch button on your scanner. The next time you press the Copy button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the Copy tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the Copy tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Customizing the E-mail panel**

To obtain a larger view of the panel, click either of the thumbnails below:

Windows	Macintosh
Microtek Scanner Configuration         Image: Scan         Image: Scan	Microtek Scanner Configuration         Image: Scan big Copy         Original:         Photo         Purpose at Receiving End:         On Screen Viewing         Scan Type:         True Color         Send to:         Outlook Express         Scan Frame:         Image: Auto Crop         Image: HD I:ScanWizardy Images:E-Mail:         File Format:         JPEG         Image: Tile Format:         Image: Tile Format:
DK Cancel Reset Help	

Select the topic you wish to view from the links below:

**Original** 

Purpose at Receiving End

Scan Type

Send to E-Mail Editor/Send to

Scan Frame

**Destination** 

OK button

Cancel button

Reset button

### Help button

### Original

Defines the type of your scan material. To scan printed matter (e.g., newspapers, art books, flyers, or magazines), choose Magazine. To scan graphics, choose Illustration.

### **Purpose**

Defines the ultimate disposition of the scanned image by the email recipient. For email-viewing purposes alone, choose On-Screen Viewing. Choose Custom if you want to set the resolution by yourself. It is recommended that the resolution not be set higher than the scanner's optical resolution.

### **Scan Type**

Defines the color output for your document. Make sure you choose the correct image type; it is always best to choose the right image type. For instance, if you choose True Color to scan a gray-level image, a bigger file size and longer scanning time results with little improvement to image quality. Likewise, if your original is text only without images, choose Black & White to achieve better quality than Gray.

Some scanner models support JPEG output color format. Take note that for JPEG image format, the better the image quality, the greater the disk space required. If your Microtek scanner does not support the JPEG format, the JPEG selections will not appear under Scan Type.

### Send to E-Mail Editor

Sets the E-Mail editor that will send the scanned image. The application is the E-Mail editor currently available in your disk.

### **Scan Frame**

Select either Auto Crop or Fixed Size.

Auto Crop: If Auto Crop is selected, the scanner first executes a preview,

tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled and instead, you select the image size from the list. When a scan is performed, the selected scan frame size is framed on the top-center of the glass bed. Thus, it is the important that you position the original on the topcenter of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan Frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Destination**

Defines the folder for saving and storing the scanned images.

**Save in**: Saves the image to the current folder destination. To change the folder location, click the folder icon at the right end of the existing path.

**Filename**: Refers to the prefix or root name in a series of filenames. By default, the root filename is "Image". If the TIFF file format is selected, the scanned images will be automatically identified as "Image001.tif", "Image002.tif", etc. You can change the default root filename to uniquely label your scan jobs.

**File Format**: TIFF is the default image file format.

**Save multiple images as a single file:** Allows you to save the scanned images into a single file. You can enable this option if the scan frame is "Fixed Size" and the output image file format is DCX, PDF, or TIF. When enabled, MSC will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple images as a single file. If you scan through ADF, the scanning originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

### **OK button**

Confirms and saves the parameters currently specified for the E-mail Smart-

Touch button on your scanner. The next time you press the E-mail button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the E-mail tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the E-mail tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Customizing the OCR panel**

To obtain a larger view of the panel, click either of the thumbnails below:

Microtek Scanner Configuration         Scan         Cop         English         Document Type Size:         Medam (10:14 pts)         Scan Type:         True Cobr         Scan Type:         Scan Type:
CR       @ To Web       Usedom         OCR Language:       Erglish       ●         Document Type Size:       Medum (10-14 pts)       ●         Scan Type:       True Color       ●         Scan Type:       True Color       ●         Scan Type:       None       ●         Scan Type:       None       ●         Scan Trame:       ●       ●         CAUC Clop       ●       Fixed Size:         A4       ●       ●         Destination:       Save in:       HD IScanWizard SFr:My         Filename:       Document       ●         Filename:       Document       ●         Filename:       Document       ●         Filename:       Pocument       ●         File format:       File format:       HTML Document
Save multiple pages as a single file  Reset Cancel OK

Select the topic you wish to view from the links below:

**OCR Language** 

**Document Type Size** 

Scan Type

Send to Application

Scan Frame

**Destination** 

OK button

Cancel button

**Reset button** 

Help button

### **OCR Language**

The language with which the original text document is written. Options consist of major selection for multi-lingual formats. There are a number of languages available to choose

from, i.e., English, French, German, Italian, Spanish.

### **Document Type Size**

Defines the font size of your final output – available selections include : Small (6-9 pts.), Medium - Default (10-14 pts.), and Large (15 pts and above).

### Scan Type

Defines the color output for your document. Make sure you choose the correct image type; it is always best to choose the right image type. For instance, if you choose True Color to scan a gray-level image, a bigger file size and longer scanning time results with little improvement to image quality. Likewise, if your original is text only without images, choose Black & White to achieve better quality than Gray.

### **Send to Application**

Defines the application that will edit and save the scanned document. .RTF, .XLS, or .TXT format is used if an "extensive text editing" is required. It will automatically open your default or selected word processing application after scanning.

If .PDF with hidden text is selected from the list – it will directly open Adobe Acrobat Reader, allowing you to view and print the scanned material in its original form. Plain .PDF supports viewing, printing, and minor editing.

.HTM is another file format also available from the list – this supports standard web formatting especially when incorporating scanned materials to a website.

If the application you prefer to use is not shown on the list yet, add it to the list by -

### **For Windows users:**

Choose Custom from the bottom of the list. Use the resulting dialog box to search and add the new application to the list.

**Application full path**: Enter the full path name, or click the yellow folder icon to browse and search for the new application.

**Application alias**: Enter an alias for the application to be added.

**Add**: When you have located your new application, click Add to include the new application to the Application alias list. Then click Close.

Custom	×
Application full path:	
Application alias:	
	Add
Application alias list	
Adobe Photoshop Ulead PhotoImpact Microsoft Internet Explorer Microsoft Imaging Adobe Acrobat	Delete
	Close

**Delete**: If you want to remove an existing application from the Alias List, select the application, then click Delete.

### For Macintosh users:

Choose Custom from the bottom of the list to bring up "Choose Application" window. The MSC utility starts to search for the available software programs on your disk and then displays them on the left panel of the window.

Cho	oose Application
Available	Selected
ABBYY Fine Sprint Internet Explorer 4.5 Netscape Communicator <sup>™</sup> Network Setup Scripting PictureViewer SimpleText SimpleText SimpleText	>     Adobe Photoshop® 5.0       >>     >>
	▲ <b> </b>
Cancel	ОК

### **Scan Frame**

Select either Auto Crop or Fixed Size.

> or >> : Select and Add a particular software or all the available software from the "Available" panel to the "Selected" panel.

< or << : Select and Delete a particular software or all the software from the "Selected" panel to the "Available" panel.

When you are done with your software selection. click OK to update the changes made, or Cancel to abandon the selection you've just made.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled and instead, you select the image size from the list. When a scan is performed, the selected scan

frame size is framed on the top-center of the glass bed. Thus, it is the important that you position the original on the top-center of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan Frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Destination**

Defines the folder for saving and storing the scanned images.

**Save in**: Save the document to the current folder destination. To change the folder location, click the folder icon at the right end of the existing path.

**Filename**: Refers to the prefix or root name in a series of filenames. By default, the root filename is "Document". If the .RTF file format is selected, the scanned images will be automatically identified as "Document001.rtf", "Document002.rtf", etc. You can change the default root file name to uniquely label your scan jobs.

File Format: RTF is the default file format for OCR.

**Save multiple pages as a single file:** Allows you to save the scanned pages into a single file. You can enable this option if the scan frame is "Fixed Size" and the output document file format is RTF, TXT, XLS, or HTM. When enabled, MSC will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple pages as a single file. If you scan through ADF, the scanning originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

### **OK button**

Confirms and saves the parameters currently specified for the OCR Smart-Touch button on your scanner. The next time you press the OCR button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the OCR tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the OCR tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Customizing the To Web panel**

To obtain a larger view of the panel, click either of the thumbnails below:

Windows	Macintosh
Microtek Scanner Configuration	Microtek Scanner Configuration
G Scan GD Copy き E-Mail き OCR でWeb (ご Custom	Scan Copy E-Mail & OCR & To Web
Web Site: www.imira.com	Web Site : www.imira.com 🜩
Purpose: Web Photo Album	Purpose: Web Photo Album 🜩
Account:	Account:
	Account Manager
Account Manager	_ Scan Frame:
Scan Frame:	Auto Crop
<ul> <li>Auto Crop</li> </ul>	Q Fixed Size: A4 +
C Fixed Size	
	Save Files in Local Disk :
Saved Files in Local Disk:	Save In: HD 1:ScanWizard Images:To Web:
Save in: C:\PROGRAM FILES\\To Web	Filename : Image
Filename: Image	File Format: JPEG +
File Format JPEG file interchange format (*.jpg)	
	Reset     Cancel     OK
OK. Cancel Reset Help	

Select the topic you wish to view from the links below:

Web Site

**Purpose** 

Account

Account Manager button

Scan Frame

Saved Files in Local Disk

**OK button** 

Cancel button

**Reset button** 

Help button

**Note**: Make sure that you are currently connected to the Internet (connection is active/operational), before you attempt to activate the actual Scan-to-Web button.

### Web Site

Options for selecting your Photo-Sharing website where you can directly upload your scanned images into the Internet website photo album and/or order for prints.

### **Purpose**

Defines the purpose of uploading the scanned image into the Web. If you want to place or add the scanned image into your website photo album for viewing, choose Web Photo Album. If you wish to order prints for the scanned image, choose Photo Printing.

### Account

If you have an existing account and/or a registered member of any Microtek provided Photo-sharing website -- select your current user name under this option.

If you are a new user, the option box is grayed. You need to register in order to access the Photo-Sharing website. To register, click on the Account Manager button.

### **Account Manager**

The **Account Manager** button is used for managing your exclusive photo-sharing account from a Microtek provided website.

To register for a free photo-sharing account, click the **Account Manager** button. When the Account Manager dialog box appears, select a photo-sharing website from the Web Site option, then click the **Create a new account** button. Follow the online registration, then close the Internet browser after you have completed the registration process and you will return to the Account Manager dialog box. You will need to activate your photosharing account (under the Account Settings) pane after you have successfully completed the online registration.

To activate a new account and/or add an existing account, click the Add button, key in your username and password, and then click Close. When you return to the MSC panel's "To Web" tab -- click OK to apply the settings that you have just made.

# Windows Web Site Options for selecting your Internet Photo-Sharing website for uploading images directly to a specific website photo album. Create a new account If you do not have an existing Microtek provided photo-sharing account, you are required to register before you can upload images to this website. Simply click the "Create a new account" button, and then follow the online registration instructions. Add

Select a Web S				
Web Site:	www.iii	nira.com		
Create new acc	ount on we	b site:		
If you have no site, please cre				o-sharing we
	Create	a new ac	count	
Account Setting	18:			
To activate yo in your userna previously reg	me and pa			
	_			Add
			1	Edit
			1	Delete
			Γ	Close
			91 <del>.7</del>	1
User				
ccount Settings:				
User Name:				
Password:				
	nassword			
🔽 Remember my				
<ul> <li>Remember my</li> <li>Open my web</li> </ul>		anning and	uploading.	

### Macintosh

	Account Ma	nager	
Select a W	eb Site		
Web Site:	www.imira.com	)	\$
Create ne	w account on web	site	
	ve no account on t aring web site, pl 10w.		ew
	Create a new	account	
Accounts			
and key in	e your photo-sha I your username a I have previously I	nd password. (	
		Ad	d
		Ed	it
		Del	ete
			Close
			en l
	Account Settings		
ser Name:	Account Settings		
ser Name: assword:	Account Settings		
assword: ] Remembe	Account Settings		

### **Scan Frame**

Select either Auto Crop or Fixed Size.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

To add an existing account and/or activate a new account, click the Add button, key in your username and password, and then click OK in the dialog box that follows.

### Edit

Click this button if you need to change/modify your current username and password.

### Delete

Click this button to delete a particular account previously added under the Account Settings.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled instead, you select the image size from the list. When a scan is performed, the selected scan frame size is framed on the top-center of the glass bed. Thus, it is the important that you position the original on the top-center of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan Frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Saved files in Local Disk**

Scanned image(s) will be saved under the default "My Images" folder or a specified local disk first before it is uploaded to the Photo-Sharing website.

**Save In**: Saves the image to the current folder destination. To change the folder location, click the folder icon at the right end of the existing path.

**Filename:** Refers to the prefix or root name in a series of filenames. By default, the root filename is "Image" and default format is JPEG. The scanned images will be automatically identified as "Image001.jpg", "Image002. jpg ", etc. You can change the default root file name to uniquely label your scan jobs.

**File Format**: JPEG is the file format available -- as this is the standard image format widely used on the web.

### **OK button**

Confirms and saves the parameters currently specified for the Scan-to-Web Smart-Touch button on your scanner. The next time you press the Scan-to-Web button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the To Web tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the To Web tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Customizing the Custom panel**

The Custom panel provides 4 custom functions (**Power Saving**, **Scan**, **Fax**, **Launch Application**) allowing you to specify the **Custom** button function on the scanner. The Power Saving page is the default page of Custom panel. For more details on each function, see the function page you wish to view from the links below.

**Power Saving** 

<u>Scan</u>

<u>Fax</u>

Launch Application

# **Power Saving page**

Select "Power Saving" from the Custom Function option menu. The **Power Saving** function allows you to select the sleep mode of the scanning lamp by pressing the Custom button on your scanner.

Windows	Macintosh
Microtek: Scanner Configuration         Scan       Copy         OCR       To Web         Custom Function:       Power Saving         TMA Lamp: Off       Scanner Lamp: On         Note:       Note:         When you select the Power Saving function as your scanner's         Custom button function, press the Custom button for the scanner         lamp or TMA lamp (e.g., Light Place, TMA, LL25) can then be turned         Off or On, or both Off. The Lamp Status refeat the ourser hower         saving mode.         When be lamp catalus to "On."	Microtek Scanner Configuration
OK Cancel Reset Help	Reset     Cancel     OK

### **Lamp Status**

**For Windows**: When you select the Power Saving function as your scanner's Custom button function, press the Custom button for the scanner and the TMA to switch over to "lamp sleep" mode. The scanner lamp or TMA lamp (e.g., Light Plate, TMA, LL35) can then be turned Off or On, or both Off. The Lamp Status reflects the current power saving mode.

**For Macintosh**: When you select the Power Saving function as your scanner's Custom button function, press the Custom button on the scanner to switch the scanner to the sleep mode (scanning lamp turned off), or ready for scanning (scanning lamp turned on).

**Note**: When the lamp status is "Off," performing a scan will change the lamp status to "On."

### **OK button**

Confirms and saves the parameters currently specified for the Custom

Smart-Touch button on your scanner. The next time you press the Custom button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the Custom tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the Custom tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# Scan page

Select "Scan" from the Custom Function option menu. The **Scan** function allows you to define the Custom button as another set of scan settings that is different from the settings of the Scan panel of the MSC utility. This function is helpful if you require an additional Scan button that will be using a different set of scan attributes.

To obtain a larger view of the page, click either of the thumbnails below:

Windows	Macintosh
Kicrotek Scanner Configuration	Microtek Scanner Configuration
Scan     Scan     Copy     EMai     OCR     OCR     OTAVeb     Cutom     Cutom Functor:     Scan     Original:     Photo     Puppore:     On Screen Vewing     Scan     Type:     True Colx     Scan     Scan     Fane     Adobe Acrobat     Scan     Fane     Cutom     Scan     Cutom     Scan     Cutom     Cutom	Scan       Scan       Custom         Custom Function:       Scan       Scan         Original:       Photo       Photo         Purpose:       On Screen Viewing       Scan Type:         Scan Type:       True Color       Scan Frame:         Scan frame:       Auto Crop       Scan Frame:         Scan frame:       Auto Crop       Scan Frame:         Scan frame:       Auto Crop       Scan Frame:         Street in:       HD ISCanWizardIder:My Images:       Save in:         File format:       PDF       Save         Ø       Reset       Cancel       OK
OK Cancel Reset Help	

Select the topic you wish to view from the links below:

### **Original**

**Purpose** 

Scan Type

Send to Application

Scan Frame

**Destination** 

OK button

Cancel button

**Reset button** 

Help button

### Original

Defines the type of your scan material. To scan printed matter (e.g., newspapers, art books, flyers, or magazines), choose Magazine. To scan graphics, choose Illustration.

### Purpose

Defines the destination of the scanner output. For viewing purposes alone, choose On Screen Viewing. Choose Custom if you want to set a specific resolution. It is recommended that the resolution not be set higher than the scanner's optical resolution.

### Scan Type

Defines the color output for your document. Make sure you choose the correct image type; it is always best to choose the right image type. For instance, if you choose True Color to scan a gray-level image, a bigger file size and longer scanning time results with little improvement to image quality. Likewise, if your original is text only without images, choose Black & White to achieve better quality than Gray.

Some scanner models support JPEG output color format. Take note that for JPEG image format, the better the image quality, the greater the disk space required. If your Microtek scanner does not support the JPEG format, the JPEG selections will not appear under Scan Type.

### **Send to Application**

Defines the application that will edit and save the scanned image; the application can be an image editor, web browser, or Acrobat program available on your disk.

If the application you prefer to use is not shown on the list yet, add it to the list by -

### **For Windows users:**

Choose Custom from the bottom of the list. Use the resulting dialog box to search and add the new application to the list.

Custom	×
Application full path:	
Application alias:	
	Add
Application alias list	
Adobe Photoshop Ulead PhotoImpact Microsoft Internet Explorer Microsoft Imaging Adobe Acrobat	Delete
	Close

**Application full path**: Enter the full path name, or click the yellow folder icon to browse and search for the new application.

**Application alias**: Enter an alias for the application to be added.

**Add**: When you have located your new application, click Add to include the new application to the Application alias list. Then click Close.

**Delete**: If you want to remove an existing application from the Application alias list, select the application, then click Delete.

> **or** >> : Select and Add a particular software or all the available software from

the "Available" panel to the "Selected"

< **or** << : Select and Delete a particular software or all the software from the

"Selected" panel to the "Available" panel.

When you are done with your software selection, click OK to update the changes made. or Cancel to abandon the selection

### For Macintosh users:

Choose Custom from the bottom of the list to bring up "Choose Application" window. The MSC utility starts to search for the available software programs on your disk and then displays them on the left panel of the window.

panel.

you've just made.

Choose Application					
Available	Selected				
ABBYY Fine Sprint Internet Explorer 4.5 Netscape Communicator <sup>™</sup> Network Setup Scripting PictureViewer SimpleText SimpleText SimpleText	Adobe Photoshop® 5.0				
Cancel					

### **Scan Frame**

Select either Auto Crop or Fixed Size.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled and instead, you select the image size from the list. When a scan is performed, the selected scan

frame size is framed on the top-center of the glass bed. Thus, it is the important that you position the original on the top-center of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

**Thumbnail of the Scan frame**: Shows the selected scan frame. If Auto Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Destination**

Defines the folder for saving and storing the scanned images.

**Save in**: Saves the image to the current folder destination. To change the folder location, click the folder icon at the right end of the existing path.

**Filename**: Refers to the prefix or root name in a series of filenames. By default, the root filename is "Image". If the TIFF file format is selected, the scanned images will be automatically identified as "Image001.tif", "Image002.tif", etc. You can change the default root filename to label your scan jobs uniquely.

File Format: PDF is the default image file format.

**Save multiple images as a single file:** Allows you to save the scanned images into a single file. You can enable this option if the scan frame is "Fixed Size" and the output image file format is DCX, PDF, or TIF. When enabled, MSC will prompt you to place the next page as you scan from the scanner bed, then click the Continue button to scan; or click the Close button to save multiple images as a single file. If you scan through ADF, the scanning originals are sequentially scanned until paper out; when finished, all the scanned images are saved as a single file.

### **OK button**

Confirms and saves the parameters currently specified for the Custom Smart-Touch button on your scanner. The next time you press the Custom button, the defined and saved settings are retrieved as your current settings.

### **Cancel button**

Abandons the parameters you have just made under the Custom tab panels; all the parameters are restored to their previous settings.

### **Reset button**

Clears all the parameters you have just made under the Custom tab panel; all the parameters are reset to their default settings.

### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

# **Fax page**

Select "Fax" from the Custom Function option menu. The **Fax** function allows you to launch an installed fax driver by pressing the scanner's Custom button.

If you have already installed the fax driver in your computer but the fax driver cannot be found, or if the fax driver has never been installed in your computer, please follow the on-screen message to complete the fax driver setup.

To obtain a larger view of the page, click either of the thumbnails below:

Windows			N	Macintosh		
Microtek Scanner Configuration				Microtek Scanner Configuration		
i Scan	🕞 Copy 🏶 To Web	E-Mail			E-Mail V 🖪 OCR V 🚭 To Web V 🕞 Custom	
Custom Function:	Fax				Fax	
Color Fax Scan Frame: C Auto Crop			Scan Frame: Auto Crop Fixed Size: A4			
C Fixed Size	A4			Fax Quality	Scaling: 100 ♥%	
Standard	Scaling:	100%		Show fax printer set Current Fax Printer:	ting dialog box before scan FaxPrint <u>Setup</u>	
Show fax printer se Current Fax Printer: V	-	n Setup		Reset	Cancel OK	

Select the topic you wish to view from the links below:

<u>Original</u>

Color Fax

Scan Frame

Fax Quality

**Scaling** 

Show fax printer setting dialog box before scan

Setup button

OK button

Cancel button

Reset button

Help button

### Original

Defines the type of your scan material. To scan printed matter (e.g., newspapers, art books, flyers, or magazines), choose Magazine. To scan graphics, choose Illustration.

### **Color Fax**

Check this option if both you and your fax receiver use color fax to transmit color images.

### Scan Frame

Selects either Auto Crop or Fixed Size.

**Auto Crop**: If Auto Crop is selected, the scanner first executes a preview, tries to determine the size of the original image, then performs the scan and crops the full scan frame to fit the image size automatically.

**Fixed Size**: If Fixed Sized is selected, the Auto Crop function is disabled and instead, you select the image size from the list. When a scan is performed, the selected scan frame size is framed on the center-top of the glass bed. Thus, it is the important that you position the original on the topcenter of the glass bed. A centering marker is provided on the top ruler to guide you with alignment.

Thumbnail of the Scan frame: Shows the selected scan frame. If Auto

Crop is selected, the selected scan frame of the thumbnail is disabled.

### **Fax Quality**

Selects your printout quality. The higher the image quality, the longer the scanning time and the greater disk space required. Microtek recommends that you to choose "Fine" quality for 200-dpi faxing and "Standard" for 100-dpi faxing.

### Scaling

Enlarges or reduces an image. Specifying scaling parameters above 100% will enlarge the scanned image, while specifying scaling parameters below 100% will reduce the scanned image. Scaling range is between 25% and 400%.

### Show fax printer setting dialog box before scan

Check this option if you want to display the printer dialog box before you start to fax. Uncheck this option if you do not want to bring up the printer dialog box.

Current Fax Printer: Displays the currently selected fax driver.

### **Setup button**

Selects one of the installed fax drivers as your default fax driver, or changes the currently selected fax driver.

### **OK button**

Confirms and saves the parameters currently specified for the Custom Smart-Touch button on your scanner. The next time you press the Custom button, the defined and saved settings are retrieved as current settings.

### **Cancel button**

Abandons the parameters you have just made under the Custom tab panels; all the parameters are restored to their previous settings.

#### **Reset button**

Clears all the parameters you have just made under the Custom tab panel; all the parameters are reset to their default settings.

#### Help (?) button

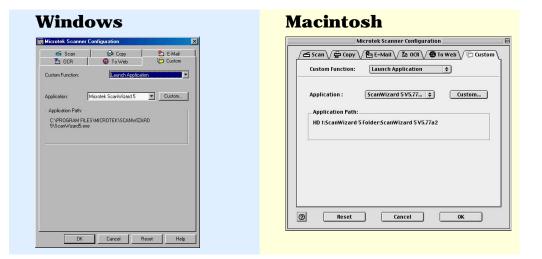
Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

## **Launch Application page**

Select "Launch Application" from the Custom Function option menu. The **Launch Application** function allows you to launch the installed application by pressing the scanner's Custom button.

Your application for launching can be an image editor, web browser, Acrobat program or any other application available on your disk. The default application for launching is ScanWizard 5.

To obtain a larger view of the page, click either of the thumbnails below:



#### Application

Shows the selected application for launching.

#### **Application Path**

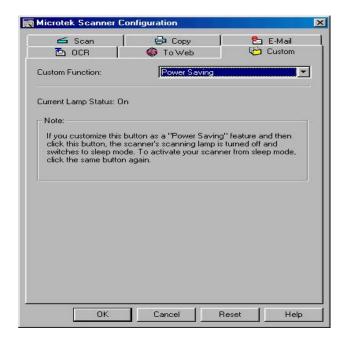
Shows the application's file location in your computer.

#### **Custom button**

Adds or deletes the application from the Application alias list. Please take note that you should retain at least one application on the list; otherwise, the Custom button on the scanner will not work.

#### **For Windows users:**

Click the Custom button. Use the resulting dialog box to search and add the new applications to the list.



**Application full path**: Enter the full path name, or click the yellow folder icon to browse and search for the new application.

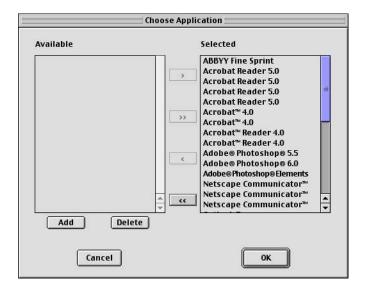
**Application alias**: Enter an alias for the application to be added.

**Add**: When you have located your new application, click Add to include the new application to the Application alias list. Then click Close.

**Delete**: If you want to remove an existing application from the Application alias list, select the application, then click Delete.

#### For Macintosh users:

Click the Custom button to bring up the "Choose Application" window. The MSC utility starts to search for the available software programs on your hard disk and displays them in the left panel of the window.



> or >> : Select and Add a particular software or all the available software from the "Available" panel to the "Selected" panel.

< or << : Select and Delete a particular software or all the software from the "Selected" panel to the "Available" panel.

When you are done with your software selection, click OK to update the changes made, or Cancel to abandon the selection you've just made.

#### **OK button**

Confirms and saves the parameters currently specified for the Custom Smart-Touch button on your scanner. The next time you press the Custom button, the defined and saved settings are retrieved as current settings.

#### **Cancel button**

Abandons the parameters you have just made under the Custom tab panels; all the parameters are restored to their previous settings.

#### **Reset button**

Clears all the parameters you have just made under the Custom tab panel; all the parameters are reset to their default settings.

#### Help (?) button

Provides answers to any queries regarding the MSC utility and scanner button functions. Simply click the Help (?) button located at the bottom right (bottom left for Mac) corner of the MSC panel. To search for a topic, click the Index tab, then type a word associated with your question. You will be prompted for a short definition that will link you to a related topic.

## How the scanner buttons work

Microtek's smart-touch scanning buttons provide an intuitive and easy method to quickly and easily scan images through one-touch scanning:

- 1. Place your image on the scanner bed.
- Press the Scan button -- scans an image to a file; Copy -- sends an image to a printer; E-mail -- attaches an image to an E-mail message; OCR -- scans a document and converts it to editable text; or Scan-to-Web -- uploads a scanned image directly to the web; Custom -- customizes 4 commonly used functions: Power Saving, Fax, Scan, and Launch Application.
- 3. To restore the default settings for each button, launch your Microtek Scanner Configuration (MSC) utility, and then click the Reset button on your MSC panel. Specify and customize a brand new configuration for your next scanning task.

Back to Welcome

**Using the Microtek Scanner Configuration** 

# **Button Configuration**

The operational parameters for each button can be set through the <u>Microtek Scanner Configuration (MSC) Utility</u>.

To carry out a specific action (Scan, Copy, E-mail, OCR, Scan-to-Web or Custom), press the corresponding button on the scanner. The scan will be performed in accordance with the designated button function using the parameters configured in this MSC utility.

#### Scan button - How it works

Captures high resolution images with outstanding quality that can automatically be saved as files or sent to another application for further processing.

#### Copy button - How to make copies

Scans the image and sends it to your printer, transforming your scanner and printer into a convenient copy station. Simply specify the number of copies you want.

<u>E-mail button</u> - How to send an image Scans the image and delivers it directly to your email editor.

<u>OCR button</u> - How to scan and turn documents into editable files The built-in OCR (Optical Character Recognition) is capable of recognizing multilingual documents and converting it into fully editable digital files.

<u>Scan-to-Web button</u> - How to scan and upload images on the web Scans the image and posts it instantly onto a Photo-Sharing website.

<u>Cancel/Setup</u> - How to abort scanning or launch the MSC utility Cancels an ongoing scan job, or launches the MSC utility when the scanner is idle.

<u>Custom</u>- How to customize the four most commonly used functions Power Saving - defines the on/off status for the scanning lamp Scan - defines another Scan button on your scanner Fax - launches a fax driver installed in your computer Launch Application - defines an application to be launched.



## **Scan button**

- 1. Press the **Scan** button on your scanner. This will automatically scan and save your image, based on the MSC settings. The saved images are stored in your local disk. They also appears as a shortcut under My Images folder on your desktop.
- 2. To scan another image or successive images using the same setting, press the **Scan** button again. Repeat this until all scanning tasks are completed, or until you need to specify new settings for the next job.
- 3. To customize the parameters for the Scan button, specify your settings (Scan Type, Purpose, Destination, etc.) under the <u>Scan tab</u> of this MSC utility.



# **Copy button**

- 1. Click the **Copy** button on your scanner. This will scan the image and send it directly to your default printer for printing a "hard copy" similar to what a photocopier does.
- 2. To customize the parameters for the Copy button, specify your preferred settings (No. of copies, Printer destination, etc.) under the <u>Copy tab</u> of this MSC utility.

# **E-mail button**

- 1. Press the **E-mail** button on your scanner. This will automatically scan and deliver your image(s) to your e-mail editor, based on the MSC settings. The saved images are stored in your local disk. They also appears as a shortcut under My Images folder on your desktop.
- 2. To scan another image or successive images using the same setting, press the **E-mail** button again. Repeat this until all scanning tasks are completed, or until you need to specify the settings for the next job.
- 3. To customize the parameters for the E-mail button, specify your settings (Scan Type, Purpose, Destination, etc.) under the <u>E-mail tab</u> of this MSC utility.

# **OCR button**

- 1. Press the **OCR** button on your scanner. This will automatically scan, recognize and convert the document, save it to a file, and delivers it to a specified application for editing -- fully based on the MSC settings. The saved images are stored in your local disk. They also appears as a shortcut under My Images folder on your desktop.
- 2. To OCR another document or multiple documents/pages using the same setting, press the **OCR** button again. Repeat this until all OCR tasks are completed, or until you need to specify new settings for the next job.
- 3. To customize the parameters for the OCR button, specify your settings (OCR Language, Document Type Size, Scan Type, Application, Destination, File Format etc.) under the <u>OCR tab</u> of this MSC utility.



## **Scan-to-Web button**

- 1. Make sure that you are connected to the Internet and you have already registered/sign-in for a free photo-sharing account from a Microtek provided website, before pressing the **Scan-to-Web** button on your scanner.
- 2. Press the **Scan-to-Web** button on your scanner -- this will automatically scan, save the scanned image to file, connect, and instantly upload it to your Photo-sharing website – fully based on the MSC settings. The saved images are stored in your local disk. You can also retrieve the saved images by double-clicking the default folder icon labeled "My Images" on your Windows desktop.
- 3. To upload another image or several images using the same setting, press the **Scan-to-Web** button again. Repeat this until all the photos have been uploaded to your web album, or until you need to specify new settings for the next job. Note that all uploaded photos are automatically saved in your hard disk before they are sent to website.
- 4. To customize the parameters for the Scan-to-Web button, specify your settings (Web Site, Purpose, Scan Frame, Filename, File Format etc.) under the tab " <u>To Web</u>" of this MSC utility.



# **Setup button**

- 1. Press the **Setup**\* button on your scanner. This will automatically launch Microtek Scanner Configuration (MSC) utility.
- When you launch the MSC, the Microtek Scanner Configuration (MSC) panel appears. Click any of the tabs to view or customize the button settings according to your respective requirements.

\*The Setup (not Cancel/Setup) button is applicable only to earlier Microtek scanner models.

## **Cancel button**

Press the **Cancel**<sup>\*</sup> button on your scanner. This will quickly stop and abandon any scan job action and exit ScanWizard 5. While activating the MSC, pressing this button will exit the MSC utility.

\*The Cancel (not Cancel/Setup) button is applicable only to earlier Microtek scanner models.

# **Cancel/Setup button**

Press the **Cancel/Setup** button on your scanner. This will automatically launch Microtek Scanner Configuration (MSC) utility when the scanner is not performing any scan job, or it stops and abandons any scan job.



## **Custom button**

When you press the **Custom** button on your scanner, your scanner starts to perform the function that was previously defined in the Custom Panel of the MSC utility.

Note: Make sure that you have closed and exited ScanWizard 5 before pressing the Custom button to carry out a specific task you defined on the Custom button.

#### **Power Saving function button**

Press the **Custom** button on your scanner. This will change the lamp current status. The lamp current status can be checked by choosing the "<u>Power Saving</u>" function under "Custom" in the MSC utility.

#### **Scan function button**

- 1. Press the **Custom** button on your scanner. This will automatically scan and save your image, based on the "Scan" function settings under "Custom" in the MSC utility.
- 2. To customize the parameters for the **Custom** button Scan function, specify your "<u>Scan</u>" function settings under "Custom" in the MSC utility.

#### Fax function button

- 1. Press the **Custom** button on your scanner. This will scan the image and send it directly to your default installed fax for faxing similar to what a fax machine does.
- 2. To customize the parameters for the **Custom** button Fax function, specify your "<u>Fax</u>" function settings under "Custom" in the MSC utility.

#### Launch Application function button

- 1. Press the **Custom** button on your scanner. This will automatically launch an installed application, based on the "Launch Application" function settings under "Custom" in the MSC utility.
- 2. To customize the parameters for the **Custom** button Launch Application function, specify your "<u>Launch Application</u>" function settings under "Custom" in the MSC utility.

#### How to setup MAPI application as your system default Email (for Windows only)

#### **Setting Microsoft Outlook Express**

- 1. Launch Outlook Express.
- 2. On the Tools menu, click Options. When the Options dialog box appears, click the General tab.
- 3. From the General tab, select the check boxes: Make Outlook Express my default e-mail program and Make Outlook Express my default Simple MAPI, then click Apply and OK to save the settings made.

#### Setting Microsoft Outlook 97

- 1. Microsoft Outlook 97 doesn't have the option for setting MAPI application.
- 2. ScanWizard 5 will send the scanned image to Microsoft Outlook 97 if it is the default MAPI application in your system. For example, if you have two MAPI-compatible applications, Outlook Express and Microsoft Outlook 97, in your system, but Outlook Express was not set as your default MAPI application, therefore; ScanWizard 5 will send the image(s) to Microsoft Outlook 97.

#### Setting Netscape Messenger

ScanWizard 5 only supports Netscape version 4.5 or later.

- 1. Launch Netscape Messenger.
- 2. On the Edit menu, select the Preferences item. The Preferences dialog box appears.
- 3. In this dialog box, select Use Netscape Messenger from MAPI-based applications checkbox, then click OK.

#### Setting Eudora Light/Qualcomm Eudora Pro 3.x

- 1. Launch Eudora Light.
- 2. From the Tools menu, click Options. The Options dialog box appears.
- 3. In the Category list select (highlight) MAPI, then under Use Eudora MAPI server select Always and then click OK.

# When I chose Auto Crop under the MSC utility, the scanner was unable to recognize or detect my scan material.

Rather than using the "Auto Crop" function under the Scan Frame category, you can select Fixed Frame instead, and choose the closest size that matches your scan material from the Fixed frame options. If you can't find anything from the list of options, Microtek recommends that you close the MSC utility and launch ScanWizard 5.

#### When I first connected my scanner, I got a message that said ScanWizard cannot find the scanner.

If you encounter an error message like this, the connection between your scanner and PC may not be secure. This causes the system not to "see" the scanner. In this case, check all cables and make sure your scanner is on. You may also want to turn the scanner and computer off, wait for 5 seconds, then turn them on again to reset everything OR follow these simple steps:

- 1. Turn your scanner on.
- 2. For windows 95/98: Right click My Computer, then select Properties.
- 3. For Windows 2000: Double click the following in succession: My Computer--Control Panel—System, Select the Hardware tab, then click the Device Manager button.
- 4. Click the Refresh button
- 5. To verify proper connection has been accomplished between scanner and ScanWizard 5, right click the scanner icon in the Status Bar. From the resulting menu, click "Find Scanners". Then click "Next>" button from the "Scanner Finder" dialog box that follows. If your scanner is listed in the resulting "Scanners found" list box, then you have a successful connection.

You may also use the Scanner Test utility from ScanWizard 5 folder to verify proper linkage of your scanner to the ScanWizard 5. The utility can also be used to test serviceability of your scanner at the same time.

## My printer keeps on producing the wrong number of copies. What should I do?

Your MSC Copy tab panel setting for number of copies is in conflict with that of your printer's setup dialog box. If you want your printer to follow the MSC setting for number of copies, then do NOT check the "Show printer setting dialog box before scan" check box in the Copy tab panel. Otherwise, check the check box and your printer will ignore your MSC settings and follow the number of copies set in the printer setup dialog box.

## **Scan panel**

🔁 OCR 🚄 Scan	To Web	🖒 Custom 🔁 E-Mail
Original:	Photo	
Purpose:	On Screen Viewin	g 💌
Scan Type:	True Color	•
Send to Application:	Adobe Photoshop	· · ·
Scan Frame:		
C Auto Crop		
Fixed Size	A4	
- Destination:		
Save in:	C:\PROGRAM FILES\\M	/ly Images 💼
Filename:	Image	
File Format:	Tagged Image File Forma	t (*.tif)
Save multiple	images as a single file	
N/		
OK	Cancel Ré	eset Help
		1.000

For more details, select the topic you wish to view from the links below:

file:///Dl/msc/WebHelp/panel\_Scan\_pc.htm (2 of 2) [8/20/03 2:50:22 AM]

## **Scan panel**

Microtek Scanner Configuration		For more details,	
Scan Copy	select the topic you wish to view		
Original:	Photo 🗢	from the links below:	
Purpose:	On Screen Viewing 🗢	Oniginal	
Scan Type:	True Color 🗢	<u>Original</u>	
Send to Application:	PictureViewer 🗢	<u>Purpose</u>	
Scan Frame:			
G Fixed Size:	<u>Send to</u> <u>Application</u>		
Destination: Save in: HD 1:ScanW	Scan Frame		
Filename : Image		<b>Destination</b>	
File Format: TIF	F 😫	OK button	
Reset	Cancel OK	Cancel button	
		Reset button	
		Help button	

## **Copy panel**

licrotek Scanner Configuratio	1	
🕒 OCR 📔 👰 To 🖆 Scan 🛛 🔂	Web Copy	🖒 Custom 🎦 E-Mail
Iriginal:	oto	•
Color Copy		
Scan Frame:		
Auto Crop		
C Fixed Size	7	
Copy Quality:		
C Best	Scaling:	100%
Normal	Copies:	1
C Draft	Copies.	1
Show printer setting dialog box b	efore scan	
urrent Printer: HP LaserJet 5/	'5M PostScript	Setup
OK Cano	el Reset	Help

For more details, select the topic you wish to view from the links below:

<u>Original</u>

Color Copy

<u>Scan Frame</u>

Copy Quality

**Scaling** 

**Copies** 

<u>Show printer</u> setting dialog box before scan

<u>Setup button</u>

**OK button** 

Cancel button

Reset button

Help button



## **Copy panel**

Microtek Scanner Configuration 🛛 🛛 🗐	For more details,
🖉 Scan 🖉 Copy 🖉 E-Mail 🖉 OCR 🖉 To Web 🕼 Custom	select the topic you wish to view from the links
Original: Text Document 😫	below:
🗌 Color Copy	<u>Original</u>
Scan Frame: Auto Crop	<u>Color Copy</u>
© Fixed Size: A4 ♀	<u>Scan Frame</u>
Copy Quality Scaling: 100	<u>Copy Quality</u>
Normal	<u>Scaling</u>
O Draft Copies: 1	<u>Copies</u>
Show printer setting dialog box before scan Current Printer: PUB HP5M	<u>Show printer</u> <u>setting dialog</u> <u>box before scan</u>
@ Reset Cancel OK	OK button
	Cancel button
	Reset button
	<u>Help button</u>

## **E-mail panel**

🔄 Microtek Scanner C	onfiguration 🔀
🔁 OCR 📔	To Web     Image: Copy   Image: Copy
Original:	Photo
Purpose at Receiving E	nd: On Screen Viewing 💌
Scan Type:	True Color
Send to E-Mail Editor:	System Default E-Mail 💌
Scan Frame:	
C Auto Crop	
Fixed Size	A4
Destination:	
Save in:	C:\PROGRAM FILES\\E-Mail
Filename:	Image
File Format:	Tagged Image File Format (*.tif)
Save multiple im	ages as a single file
1	
OK	Cancel Reset Help

For more details, select the topic you wish to view from the links below:

### <u>Original</u>

Purpose at Receiving End

Scan Type

Send to E-Mail Editor

Scan Frame

**Destination** 

OK button

**Cancel button** 

**Reset button** 

Help button

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## **E-mail panel**

Microtek Scanner Configuration			For more details,
🖌 🖆 Scan 🖉 Copy 🖉 E-Mail 🖉 OCR 🖉 To Web 🕼 Custom			select the topic you wish to view from the links
Original:	Photo	\$	below:
Purpose at Receiving End:	On Screen Viewing	\$	Original
Scan Type:	True Color	\$	<u>Original</u>
Send to:	Outlook Express	\$	Purpose at
Scan Frame:			Receiving End
Auto Crop     Fixed Size: A4			<u>Scan Type</u>
	ал <u>ү</u>		Send to
Destination: Save in: HD 1:ScanWizardy Images:E-Mail:			<u>Scan Frame</u>
Filename : Image			<b>Destination</b>
File Format: JPEC	i 🗘		OK button
Reset	Cancel	ок	Cancel button
			Reset button
			Help button

## **OCR panel**

Microtek Scanner Configuration			
Gan Scan	🖨 Copy 🌘 🧔	🔁 E-Mail	
OCR Language:	English	<b>_</b>	
Document Type Size:	Medium (10-14 pts)	•	
Scan Type:	True Color	<b>_</b>	
Send to Application:	None	•	
Scan Frame:			
C Auto Crop			
Fixed Size	A4 💌		
Destination:			
Save in:	C:\PROGRAM FILES\\OCR		
Filename:	Document		
File Format:	Rich Text Format (*.rtf)	<b>_</b>	
🗖 Save multiple pages as a single file			
OK	Cancel Reset	Help	

For more details, select the topic you wish to view from the links below:

OCR Language

Document Type Size

Scan Type

Send to Application

Scan Frame

**Destination** 

**OK button** 

**Cancel button** 

Reset button

Help button

## **OCR panel**

Microt	For more details,	
🔁 Scan 🗸 🖶 Copy 🗸 😫	select the topic you wish to view from the links	
OCR Language :	English 😫	below:
Document Type Size :	Medium (10-14 pts) 😫	OCR Language
Scan Type :	Black & White 😫	
Send to Application:	None 🗢	Document Type
Scan Frame:	i	<u>Size</u>
Auto Crop     Fixed Size:	÷	Scan Type
		Send to
Destination:	<u>Application</u>	
Save In: HD 1:ScanWiz	cument	Scan Frame
	ML Document 🚖	Destination
		OK button
Reset	Cancel OK	Cancel button
L <u></u>		<u>Reset button</u>

Help button

## **To Web panel**

Microtek Scanner Configuration	For m
🛋 Scan 📔 🖨 Copy 📔 🔁 E-Mail	select wish t
🔁 OCR 🛛 🥮 To Web 🛛 👘 Custom	the lin
Web Site: www.imira.com	Web S
Purpose: Web Photo Album	Purpo
Account:    Account:   Account Manager	Accou
Scan Frame:	<u>Accou</u> <u>buttor</u>
Auto Crop	
C Fixed Size	Scan 3
Saved Files in Local Disk:	<u>Saved</u> Local
Save in: C:\PROGRAM FILES\\To Web	<u>OK bu</u>
Filename: Image	
File Format: JPEG file interchange format (*.jpg)	<u>Cance</u>
	Reset
	Help b
OK Cancel Reset Help	

ore details, the topic you to view from nks below:

Web Site
<u>Purpose</u>
<u>Account</u>
Account Manager
_
<u>button</u>
<u>Scan Frame</u>
<u>Saved Files in</u>
<u>Local Disk</u>
OK button
Cancel button
Reset button

outton

## **To Web panel**

Microtek Scanner Configuration		For more details,	
Scan Copy E-Mail CCR To Web Custom			select the topic you wish to view from the links
Web Site :	www.imira.com	÷	below:
Purpose:	Web Photo Album	\$	Web Site
Account:		\$	web bite
	Account Manag	ier	<u>Purpose</u>
Scan Frame:			Account
🖲 Auto Crop			<u>Account</u>
Fixed Size:	A4 \$		Account
			Manager button
Save Files in Local Disk :			Scan Frame
Save In: HD 1:ScanWizard Images:To Web:			
Filename : Image			Saved Files in
File Format: JPEG 🗢			Local Disk
			OK button
Reset	Cancel	ОК	Cancel button
			<u>Reset button</u>
			<u>Help button</u>

# **Power Saving page**

Microtek Scanner Configuration 🗵	For more details, select the topic you wish to view from the links below:
Custom Function:       Power Saving         TMA Lamp: Off         Scanner Lamp: On         Note:         When you select the Power Saving function as your scanner's Custom button function, press the Custom button for the scanner and the TMA to switch over to "lamp sleep" mode. The scanner lamp or TMA lamp (e.g., Light Plate, TMA, LL35) can then be turned Off or On, or both Off. The Lamp Status reflects the current power saving mode.         When the lamp current status is "Off," performing a scan will change the lamp status to "On."         OK       Cancel       Reset       Help	Lamp Current StatusOK buttonCancel buttonReset buttonHelp button

### **Power Saving page**

Microtek Scanner Configuration	For more details, select the topic you wish to view from the links below:
Lamp Current Status: On	<u>Lamp Current</u> <u>Status</u>
Note: When you select the Power Saving function as your scanner's Custom button function, press the Custom button to switch the scanner to sleep mode (with scanning lamp turned off), or to switch the scanner to ready (with lamp turned on).	OK button Cancel button Reset button Help button
Reset Cancel OK	

## Scan page

HIGHORER SCAINION C	onfiguration
i ⊆ Scan ⊆ Scan ⊆ OCR	🖨 Copy 🕴 🔁 E-Mail 🎯 To Web 👘 Custom
Custom Function:	Scan 💌
Original:	Photo 💌
Purpose:	On Screen Viewing 💌
Scan Type:	True Color
Send to Application:	Adobe Acrobat
Scan Frame:	
C Auto Crop	
Fixed Size	A4
Destination:	
Save in:	C:\PROGRAM FILES\\My Images 📃 📄
Filename:	Image
File Format:	Portable Document Format (*.pdf)
Save multiple ima	ges as a single file
	Cancel Reset Help

For more details, select the topic you wish to view from the links below:

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#### **Scan page**

Microt	ek Scanner Configuration 📃 🗏	For more details,
Scan 🖉 Copy 🖉	E-Mail 🗸 🔄 OCR 🗸 🚭 To Web 🗸 🔁 Custom 🔪 🛛	select the topic you wish to view from the links
Custom Function: S	can 🗢	below:
Original:	Photo 🜩	<u>Original</u>
Purpose:	On Screen Viewing 🗢	
Scan Type:	True Color 🗢	<u>Purpose</u>
Send to Application: Scan Frame:	Acrobat Reader 5.0 🗢	<u>Scan Type</u>
Auto Crop     Fixed Size:     A	I (\$	<u>Send to</u> <u>Application</u>
Destination:		<u>Scan Frame</u>
Save in: HD 1:ScanWiz Filename : Imag		Destination
File Format:	•	OK button
Reset	Cancel OK	Cancel button
		Reset button
		Help button

### **Fax page**

Microtek Scanner Co	angeredean	×
🗲 Scan 🛛 🛔	🖨 Copy 🖉 To Web	🔁 E-Mail 🚺
Custom Function:	Fax	
Original:	Photo	T
Color Fax		17
Scan Frame:		T
Auto Crop		
C Fixed Size	A4	<u> </u>
- Fax Quality:		ţ
C Fine	1855 - 185	
Standard	Scaling:	100% 1
Show fax printer setti	ng dialog box before scan	
Current Fax Printer: Wi		Setup
ОК	Cancel Re	eset Help

For more details, select the topic you wish to view from the links below:

**Original** 

Color Fax

Scan Frame

**Fax Quality** 

**Scaling** 

Show fax printer setting dialog box before scan

Setup button

**OK button** 

**Cancel button** 

**Reset button** 

Help button



#### Fax page

Microtek Scanner Configuration	For more details,
Custom Function: Fax	select the topic you wish to view from the links below:
Original: Photo 🗢	<u>Original</u>
Color Fax	<u>Color Fax</u>
Auto Crop	<u>Scan Frame</u>
G Fixed Size:	Fax Quality
Fax QualityScaling: 100 🗣%	Scaling
<ul> <li>Standard</li> <li>Show fax printer setting dialog box before scan</li> </ul>	Show fax printer setting dialog box before scan
Current Fax Printer: FaxPrint Setup	Setup button
Reset     Cancel     OK	OK button
	Cancel button
	Reset button

Help button

## **Launch Application page**

Microtek Scanner Configuration   Scan   Copy   Scan   Copy   Copy	For more details, select the topic you wish to view from the links below:
Custom Function:	<u>Application</u>
Application: Microtek ScanWizard 5 Custom	Application Path
Application Path:	Custom button
C:\PROGRAM FILES\MICROTEK\SCANWIZARD 5\ScanWizard5.exe	OK button
	Cancel button
	Reset button
	<u>Help button</u>
OK Cancel Reset Help	

#### **Launch Application page**

Microtek Scanner Configuration	For more details, select the topic you wish to view from the links below:
Application : ScanWizard 5 V5.77 🛊 Custom	<b>Application</b>
_ Application Path:	Application Path
HD 1:ScanWizard 5 Folder:ScanWizard 5 V5.77a2	Custom button
	OK button
	Cancel button
	Reset button
	Help button
Reset Cancel OK	

# **MSC** panel

To obtain information for each panel configuration, position the arrow pointer  $\$  over any of the 6 tabs (Scan, Copy, E-mail, OCR, To Web, or Custom), and then click the grabber pointer  $\$  to activate its associated panel.

🔁 OCR	📙 🐵 To Web 📔 隨 Cu	stom
🖆 Scan	📄 🕞 Copy 📄 🔁 E-1	Mail
Original:	Photo	
<sup>p</sup> urpose:	On Screen Viewing 💌	
ican Type:	True Color	
end to Application:	Adobe Photoshop	
Scan Frame:		
C Auto Crop	ſ	
Fixed Size	A4	
Destination:		
Save in:	C:\PROGRAM FILES\\My Images	
Filename:		
File Format:	Tagged Image File Format (*.tif)	<b>.</b>
Save multiple i	mages as a single file	

## **MSC panel**

To obtain information for each panel configuration, position the arrow pointer  $\triangleright$  over any of the 6 tabs (Scan, Copy, E-mail, OCR, To Web, or Custom), and then click the grabber pointer to activate its associated panel.

🗲 Scan 🗸 🛱 Copy 🗸 😫	a E-Mail 🗸 🖆 OCR 🗸 🍘 To	Web V 🔁 Custom
Original:	Photo	\$
Purpose:	On Screen Viewing	\$
Scan Type:	True Color	\$
Send to Application:	PictureViewer	\$
_ Destination:	A4 \$	
Filename : Ima File Format: TIFI	ige	
Reset	Cancel	ок