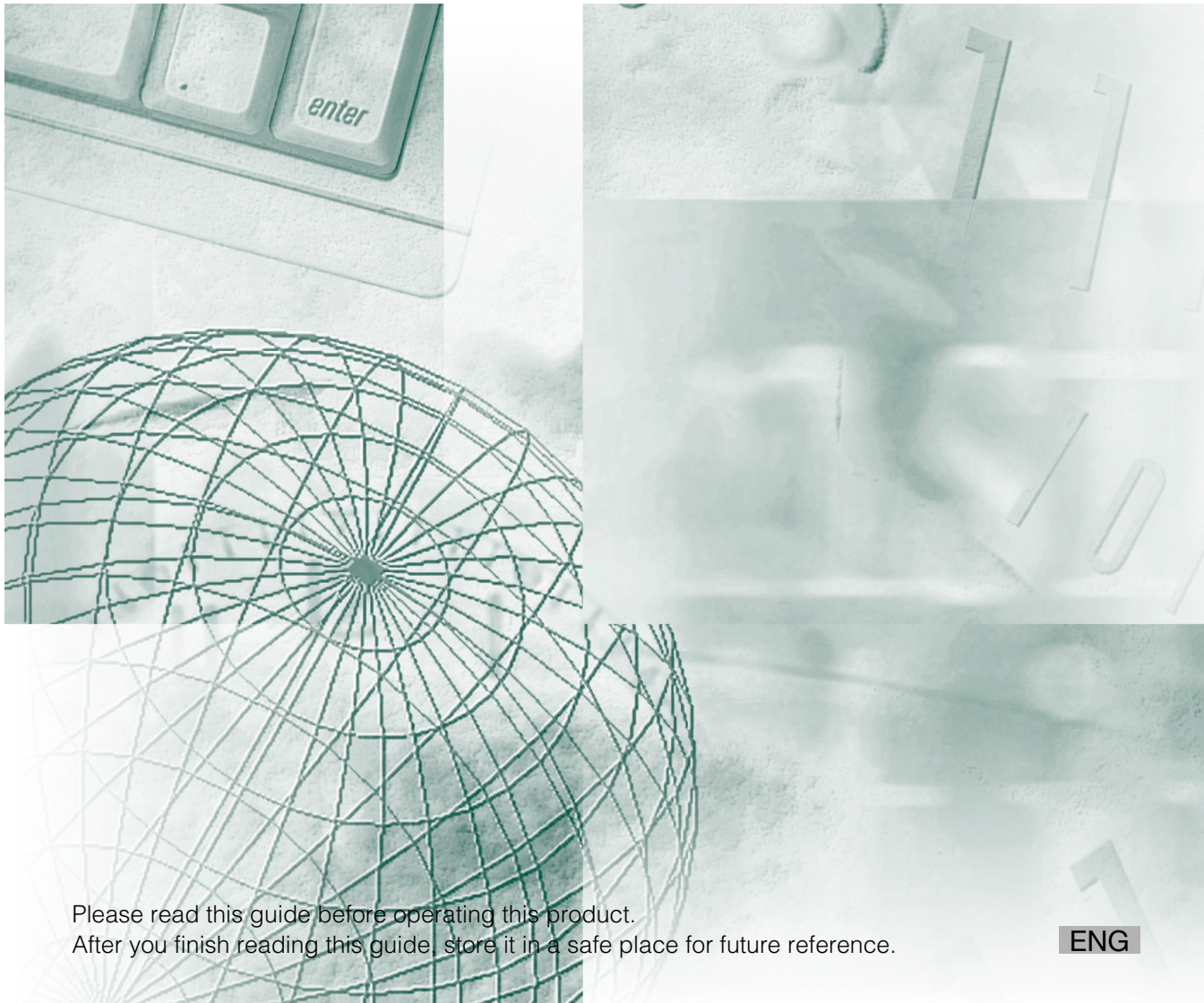


Canon

Network ScanGear

User's Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG



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How to Use This Manual

Symbols Used in This Manual

In this manual the following headings are used to mark important notes.



IMPORTANT

- *This indicates an important item or restriction that must be observed during operation. Read carefully to avoid failure or damage to the unit.*



NOTE

- *This gives reference material or supplementary information about operation. Reading is recommended.*

About Abbreviations

The following abbreviations are used in this manual.

- Microsoft® Windows® 98 is referred to as “Windows 98.”
- Microsoft® Windows® Millennium Edition is referred to as “Windows Me.”
- Microsoft® Windows® 2000 is referred to as “Windows 2000.”
- Microsoft® Windows® XP is referred to as “Windows XP.”
- Microsoft® Windows Server™ 2003 is referred to as “Windows Server 2003.”
- Microsoft® Windows Vista™ is referred to as “Windows Vista.”

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Introduction

1

CHAPTER

This chapter gives basic information required in order to use Network ScanGear.

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Introduction to the Software

1

Features

Network ScanGear is a 32-bit TWAIN-compliant scanner driver that allows computers on a network to use a Canon iR series digital copier as a scanner. It consists of the following software.

■ ScanGear Tool

This software is installed together with the Network ScanGear driver, and enables the user to select the device name of the scanner on the network to be used for scanning with the Network ScanGear driver. No scanner is selected during Network ScanGear installation, so you must start the ScanGear Tool and select a scanner before use.

■ Network ScanGear driver


This is a scanner driver that can be accessed from TWAIN-compliant applications. This driver is then used when scanning.

Readme File

The readme.txt file includes important notes on use of the product. Be sure to read it before starting. The readme.txt file is located in \Network_ScanGear\driver\uk_eng

Help Information

When using Network ScanGear, help is always available from the following sources. Use them when you are unsure about how to do an operation.

- When Network ScanGear is running, click the  button in the toolbar to display Network ScanGear help.
- When the ScanGear Tool is running or the Network ScanGear driver settings dialog box is displayed, click the Help button for help relating to the items in the dialog box.

Operating Environment

Network ScanGear requires the following operating environment.

Hardware

- IBM PC/AT or compatible computer running Windows 98/Me/2000/XP/Server 2003/Vista
- At least 100 MB of available hard disk space (recommended)

NOTE

- *Space equal to at least twice the size of the scanned image on the hard disk is required.*
- Main memory must meet the following conditions:
 - For Windows 98/Me: at least 16 MB (32 MB or more recommended)
 - For Windows 2000: at least 32 MB (48 MB or more recommended)
 - For Windows XP: at least 96 MB (128 MB or more recommended)
 - For Windows Server 2003: at least 128 MB (256 MB or more recommended)
 - For Windows Vista: at least 512 MB (1GB or more recommended)
- Monitor providing at least 640 x 480 dot display resolution (800 x 600 dot or greater recommended), at least 256 colors
- A network host adapter providing TCP/IP and UDP/IP protocols over Ethernet or Token Ring
- The iR series digital copier. (With some iR series digital copiers a Network Scanner Kit is necessary.)

NOTE

- *When scanning a large number of images or images that are very large, memory shortage can result in errors or greatly reduced scanning speed. In this case, take one or more of the following measures.*
 - *Delete unnecessary files from the hard disk to release additional disk space, or increase the hard disk capacity.*
 - *Rescan at a lower resolution.*
 - *Add more RAM.*
 - *Set the virtual memory size as large as possible.*

Software

Network ScanGear runs under one of the following operating systems:

- Microsoft Windows 98
- Microsoft Windows Millennium Edition
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Server 2003
- Microsoft Windows Vista

Scanning with Network ScanGear requires a TWAIN-compliant application.

Installation

2

CHAPTER

This chapter explains how to install Network ScanGear.

Installation Procedure	2-2
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Installation Procedure

Follow the procedure below to install Network ScanGear. This installs the ScanGear Tool and the Network ScanGear driver at the same time.

IMPORTANT

- *If you want to install the software under Windows 2000/XP/Server 2003, you must log on as an Administrator.*
- *If the User Account Control dialog box appears in Windows Vista, perform the following operations.*
 - *For Administrator users, click Allow or Continue.*
 - *For Standard users, enter the required Administrator password, then click OK button.*

1 Start Windows.

2 Insert the Software CD-ROM into the CD-ROM drive, then wait for the installation process to start.


For Windows 98/Me/2000/XP/Server 2003:

If nothing happens, double-click the My Computer icon, the CD-ROM drive icon, then the MInst.exe icon to start the installation process.

For Windows Vista:

If the AutoPlay dialog box appears, click Run MInst.exe.

If Windows Explorer opens, double-click the MInst.exe icon.

If nothing happens, on the [] (Start) menu, click Computer, then double-click the CD-ROM icon.

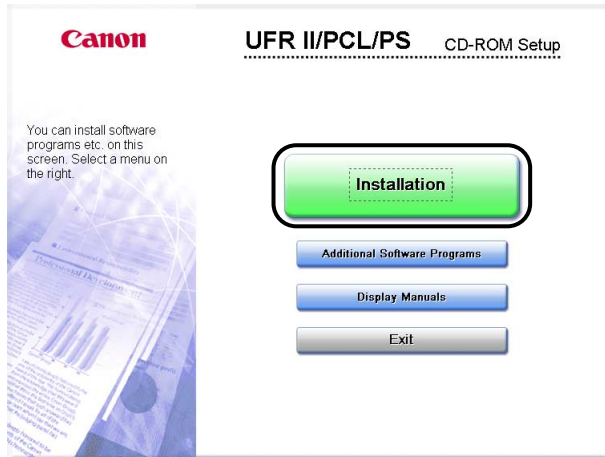
If you cannot find the MInst.exe icon on your CD-ROM:

1. Double-click the following folders: Network_ScanGear, driver, uk_eng, DISK1.
2. Double-click the Setup.exe icon to start the installation process, then proceed to step 5.

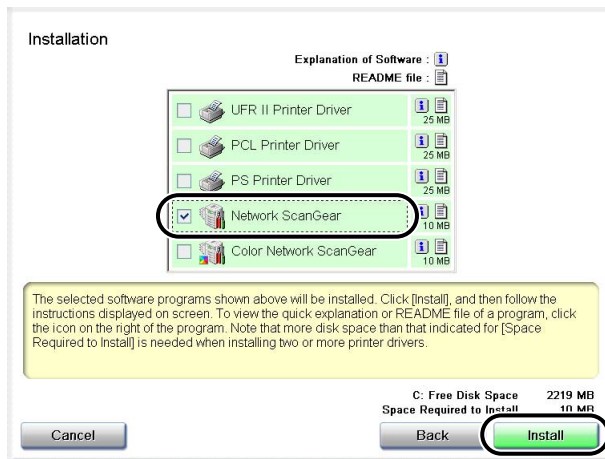
NOTE

- *Depending on the software or the operating system you are using, a screen for selecting the language to be used for the installer may be displayed before installing.*

3 In the CD-ROM Setup screen, click Installation.



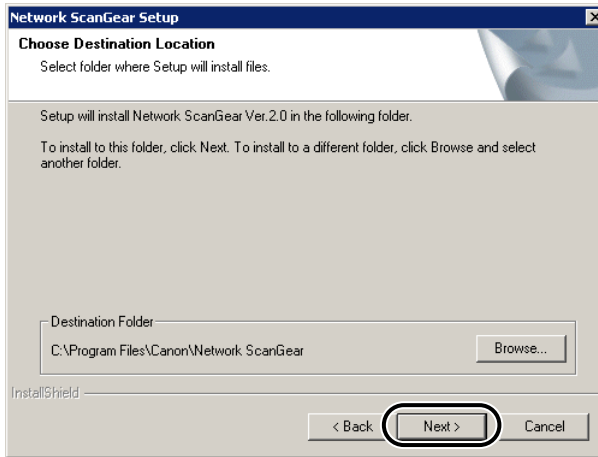
4 Select Network ScanGear from the list, then click Install.



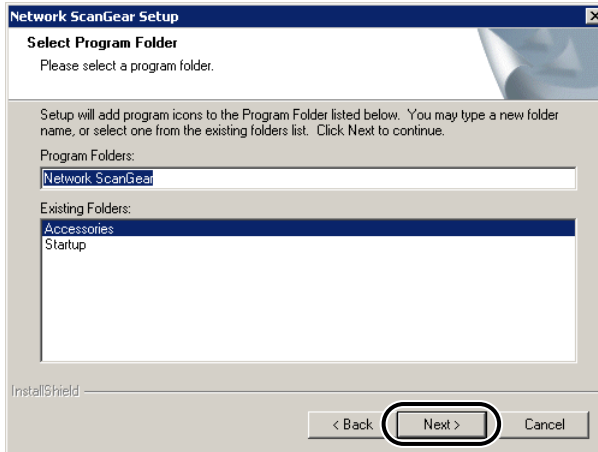
5 In the Welcome dialog box, click the Next button.

6 Read the license agreement, then click the Yes button if you agree to its conditions.

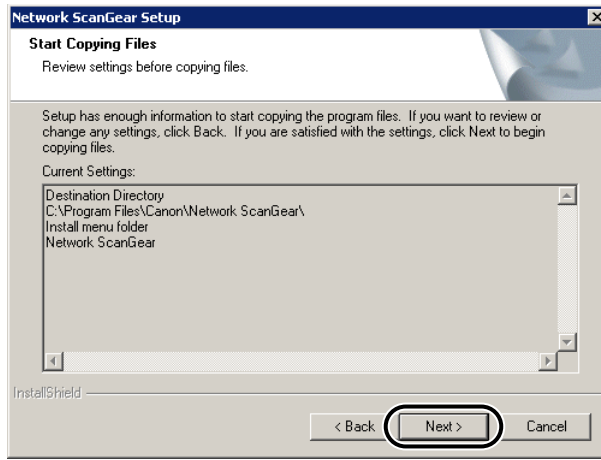
- 7** In the Choose Destination Location dialog box, specify the location where Network ScanGear is to be installed, then click the Next button.



- 8** Specify the folder to which the Network ScanGear program icon is to be added, then click the Next button.



9 Check the settings in the Start Copying Files dialog box, then click the Next button.



Installation starts, and the progress of installation is displayed. When the necessary files have been copied, a dialog box appears to indicate that installation has been completed.

10 Click the Next button.

11 Click the Exit button to finish the installation.

If you want to restart your computer, select the Restart Computer Now check box, then click the Restart button.

NOTE

- When installation is complete, before starting Network ScanGear you must use the ScanGear Tool to select the network scanner to be used for scanning. For details see 'Selecting the Network Scanner to be Used,' on p.3-9.
- Network ScanGear does not operate independently. To scan, access this driver from a TWAIN-compliant application.

Uninstallation Procedure

Follow the procedure below to uninstall Network ScanGear.



IMPORTANT

- For Windows 2000/XP/Server 2003, log on as the Administrator when you uninstall Network ScanGear.
- If the User Account Control dialog box appears in Windows Vista, perform the following operations.
 - For Administrator users, click Allow or Continue.
 - For Standard users, enter the required Administrator password, then click OK button.

1

Click the Start button, and then select Settings – Control Panel.



NOTE

- If you are using Windows XP, on the Start menu, click Control Panel.
- If you are using Windows Server 2003, on the Start menu, click Control Panel, click the Add or Remove Programs icon, then proceed to step 3.
- If you are using Windows Vista, on the [Windows logo] (Start) menu, click Control Panel, click Uninstall a program under Programs, then proceed to step 3.

2

Double-click the Add/Remove Programs icon (Windows 98/Me/2000) or the Add or Remove Programs icon (Windows XP).

3

Select Network ScanGear Ver.n.n, and then click the Add/Remove button (Windows 98/Me), Change/Remove button (Windows 2000/Server 2003/XP), or Uninstall/Change (Windows Vista).

After the files have been deleted from your computer, the dialog box appears to indicate that uninstallation has been completed.



NOTE

- Ver.n.n. is the Network ScanGear version number.

4

Click the Finish button.

Before Scanning

3

CHAPTER

This chapter describes preparations required to scan using Network ScanGear, the procedure for starting Network ScanGear, and the Network ScanGear Main Window.

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Switching the Scanner Online and Offline


To start Network ScanGear for scanning, first you must switch the scanner online.

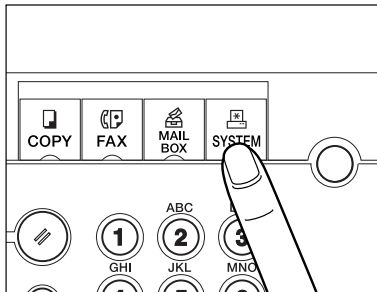
Switching the Scanner Online

Switching the scanner online enables communications with other devices on the network, and allows the scanner to receive data from the computer. Follow the procedure below to switch the scanner online.

1 On the scanner operating panel or touch panel display, press the System or Scan.

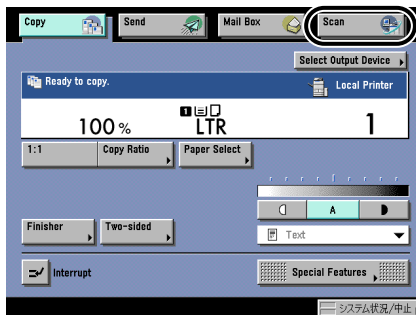
- When the System key is on the operating panel

Press  .



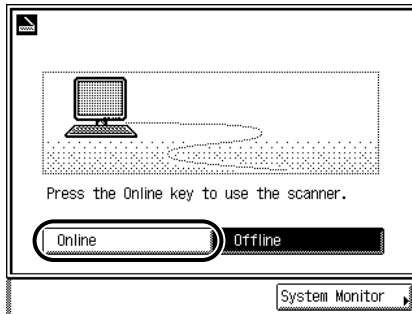
- When the Scan key is on the touch panel display

Press Scan.

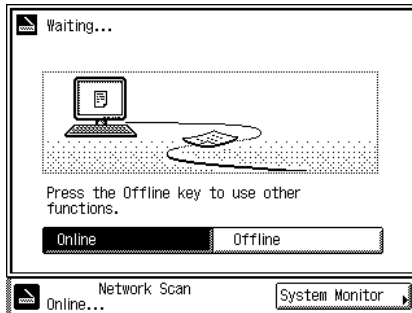


2 Press Online.

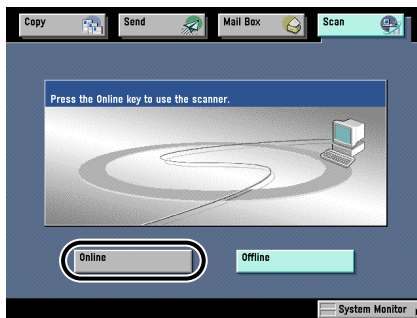
- When the System key is on the operating panel



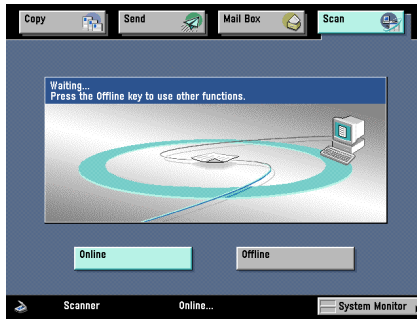
When the following display appears, the scanner is online.



- When the Scan key is on the touch panel display



When the following display appears, the scanner is online.



3

Before Scanning

Switching Offline

After scanning over the network, disconnect the scanner from the network by switching it offline in order to use other functions. The procedure for switching the scanner offline depends on whether or not scanning is in progress.

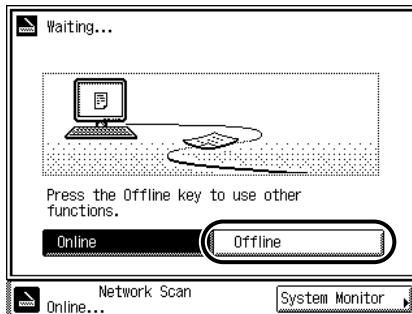
NOTE

- You do not have to switch the scanner offline in order to use other functions while data is being transferred.

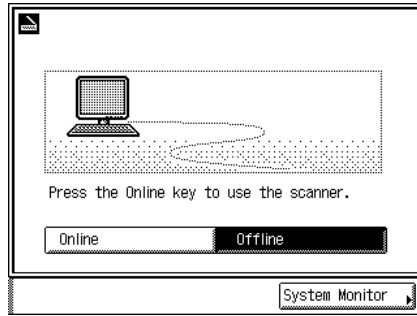
Switching Offline When Scanning is not in Progress

1 Press Offline.

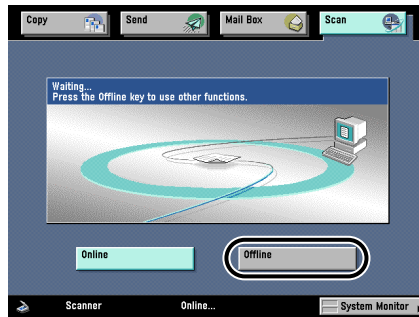
- When the System key is on the operating panel



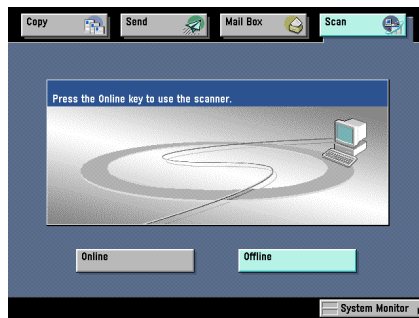
When the following display appears, the scanner is offline.



● When the Scan key is on the touch panel display



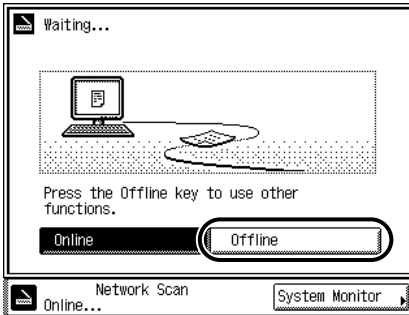
When the following display appears, the scanner is offline.



Switching Offline When Scanning is in Progress

1 Press Offline.

- When the System key is on the operating panel

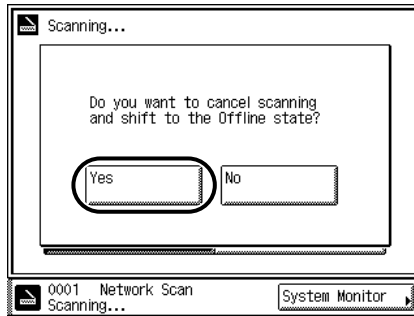


- When the Scan key is on the touch panel display

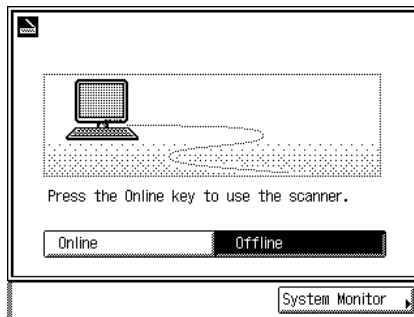


2 Press Yes.

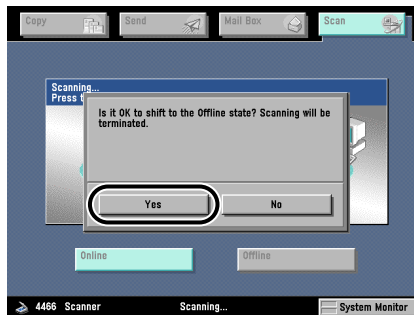
- When the System key is on the operating panel



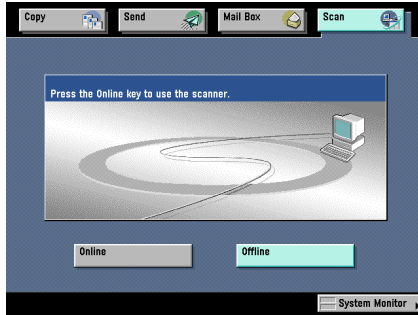
After a few seconds, scanning is interrupted and the following display appears, indicating that the scanner is offline.



- When the Scan key is on the touch panel display



After a few seconds, scanning is interrupted and the following display appears, indicating that the scanner is offline.



 **NOTE**

- Press No to cancel if you decide not to switch the scanner offline.

Selecting the Network Scanner to be Used

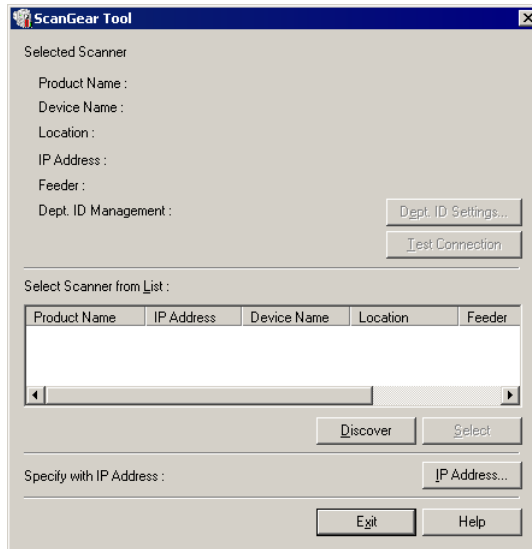
Selecting the network scanner to be used with the ScanGear Tool enables scanning with Network ScanGear. No scanner is selected during Network ScanGear installation, so this operation is required before use.

IMPORTANT

- *The ScanGear Tool cannot be started at the same time as the Network ScanGear driver.*
- *Before selecting a network scanner, first you must switch it online. For details, see 'Switching the Scanner Online and Offline,' on p.3-2.*

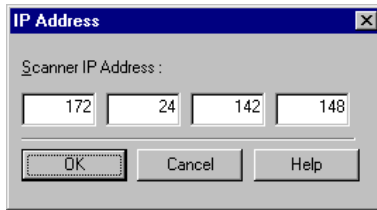
1 On the Start (or []) menu, point to Programs (or All Programs) – Network ScanGear – click ScanGear Tool.

The ScanGear Tool starts.



2 Select the scanner to be used by either of the following methods.

- Click the Discover button to search for scanners on the network and display the results in the list of scanners. Click the scanner to be used in the list, then click the Select button.
- Click the IP Address button to display the IP Address dialog box. Enter the scanner IP address in the boxes, then click the OK button.



When you select the scanner, the information of the selected scanner appears under Selected Scanner.

IMPORTANT

- When you search for scanners on the network, only scanners in the same subnet (network with the same network ID) as the computer in which Network ScanGear is installed appear in the list. When you specify a scanner IP address, it is possible to specify an IP address outside the subnet.

NOTE

- After selecting the scanner, you can click the Test Connection button to check that the selected scanner can be used.

3 Click the Exit button.

The ScanGear Tool closes.

Starting Network ScanGear

Network ScanGear is started by accessing it from a TWAIN-compliant application as follows.

IMPORTANT

- *If you are using Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see 'Selecting the Network Scanner to be Used,' on p.3-9.*
- *The Network ScanGear driver cannot be started at the same time as the ScanGear Tool. If the ScanGear Tool is running, close it.*

1 Switch the scanner online.

For details, see 'Switching the Scanner Online and Offline,' on p.3-2.

2 Start the application.

3 In the application, select Network ScanGear as the scanner to be used.

In the application, choose the command that selects a scanner (for example, "Select Scanner" or "Select Source"), then select Network ScanGear in the dialog box that appears.

After doing this operation once, there is no need to repeat it.

4 In the application, choose the command that starts scanning operation (for example, "Scan New" or "Acquire").

The Network ScanGear Main Window appears. Individual items in this window are explained on the next page.

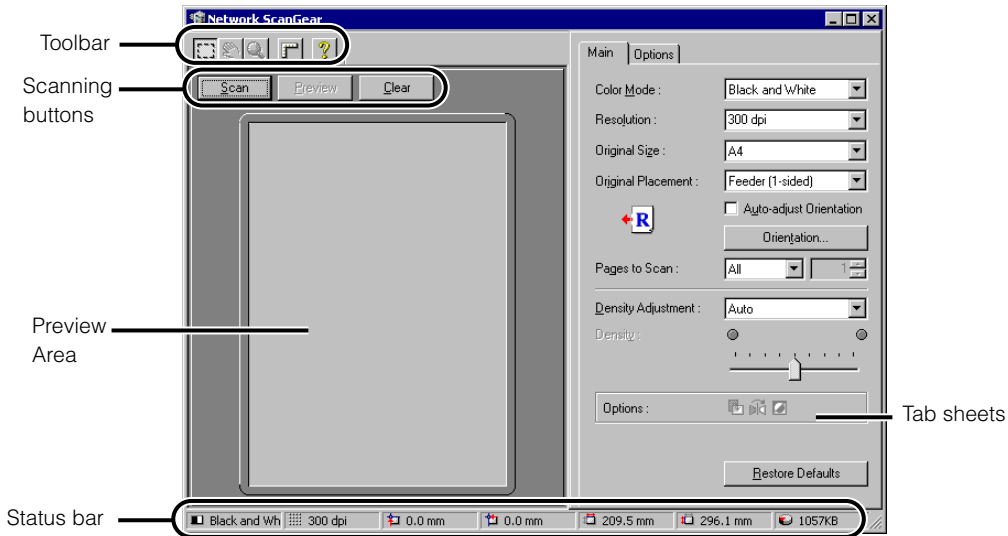
NOTE

- *See the documentation provided with your application for commands and procedures used to select Network ScanGear and start scanning.*


Network ScanGear Main Window

The window that appears when Network ScanGear is opened in an application is called the Network ScanGear Main Window.

The Network ScanGear Main Window includes the following items.



Toolbar

The toolbar includes buttons for manipulating the image shown in the Preview Area. You can reposition the toolbar by dragging it. After moving the toolbar, click the  button to remove it from the display. To redisplay it, select Show Toolbar on the System menu in the main window

The functions of the buttons in the toolbar are as follows.

■  **Crop button**

Clicking this button turns the pointer into a cross-hair, which you can then drag within the Preview Area to specify an area to be scanned.

■  **Move Image button**

Clicking this button turns the pointer into a small hand, which you can then drag to scroll the image in the Preview Area.

The Move Image button is available only when the image has been zoomed so that it is larger than the Preview Area.

■  **Zoom button**

Clicking this button turns the pointer into a magnifying glass in the Preview Area, allowing you to enlarge or reduce the image in the Preview Area.

Click the left mouse button on the preview image to enlarge it by one step, and click the right mouse button on the enlarged image to reduce it by one step. This button is available only when an image appears in the Preview Area.

■  **Ruler button**

Clicking this button displays rulers at the top and left sides of the Preview Area. Each time you click the button, it toggles ruler display on and off.

■  **Help button**

Clicking this button displays on-line help.

Scanning buttons


■ **Scan button**

Clicking this button scans an original.

When scanning is completed, the Network ScanGear Main Window closes and the scanned image is transferred to the application.

During scanning, a dialog box showing the scanning progress appears. To interrupt scanning, click the Cancel button in that dialog box.

 **NOTE**

- Depending on the application, the Network ScanGear Main Window may not close after scanning is completed. In this case, click the  button in the Network ScanGear Main Window to close it.

■ **Preview button**

Clicking this button pre-scans the original, and a preview image appears in the Preview Area. After changing the scan settings, click this button once again to display a preview image scanned under the new settings.

During scanning, the Preview button becomes as a Cancel button. If you interrupt the scanning with the Cancel button, the part of the image already scanned appears in the Preview Area.

This button is not available when scanning with the feeder, or when the Auto is selected for Original Size.

■ **Clear button**

Clicking this button clears the image displayed in the Preview Area. It also cancels the scanning area setting and enlarged display of the preview image, then returns Preview Area display to the original size.

Preview Area

This area shows a preview of how the image will look when the original is scanned. Use it to check the image appearance, and to adjust the scanning area selection or scan settings.

Right-clicking on the Preview Area displays a menu that provides the following functions.

■ **Selecting Cropping Area**

Displays the Cropping Area dialog box, where you can specify the dimensions of the scanning area. This function cannot be selected with 2-sided scanning, when Auto-adjust Orientation is selected, or when Original Size is set to Auto or Different Sizes. For how to specify the scanning area, see 'Specifying the Scanning Area,' on p.4-8.

■ **Unit**

Selects the unit used to specify the scanning area (millimeters, inches, or pixels).

■ **Original Frame Erase**

Allows you to specify whether or not to delete a shadow or frame around the original when scanning. Selecting On applies a 2.5 mm white frame around the scanned image. The Original Frame Erase command is not available when Original Size is set to Auto or Different Sizes, or when the scanning area is specified.

The preview image does not appear when scanning using the feeder or when Original Size is set to Auto.

Tab sheets

There are two tab sheets: the Main sheet which provides scan settings, and the Options sheet which specifies how the scanned image is processed. To display the appropriate sheet, click the tab at the top of the sheet.

For details about the settings on each sheet, refer to the on-line help on that sheet.

Status bar

The status bar shows the following information, from left to right.

- The Color Mode setting
- The Resolution setting
- The upper left coordinates of the scanning area, and its width and height
- The memory required to scan the image (unit: KB)

Scanning

4

CHAPTER

This section explains the basic procedure for using Network ScanGear to scan with a TWAIN-compliant application.

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Scanning from the Platen Glass

Follow the procedure below to scan from the platen glass.

IMPORTANT

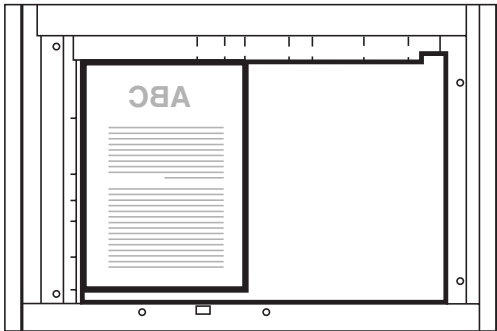
- *If you are using Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see 'Selecting the Network Scanner to be Used,' on p.3-9.*
- *Before scanning, you must first switch the scanner online. For details, see 'Switching the Scanner Online and Offline,' on p.3-2.*

1 Start Network ScanGear from the application.

For details, see 'Starting Network ScanGear,' on p.3-11.

2 In the Main sheet, select Platen for Original Placement.

3 Place the original on the platen glass. The original should have the side to be scanned facing downward, as shown in the illustration.



4 In the Network ScanGear Main Window, set the Color Mode, Resolution, and other scan settings.

5 To preview the image, click the Preview button.

A preview image appears in the Preview Area.

You can use the preview image to do the following:


- Specify the scanning area. For details, see 'Specifying the Scanning Area,' on p.4-8.
- Use the toolbar to enlarge image display, or use the settings in the Options sheet to adjust the appearance of the image.

6 Click the Scan button.

Scanning starts.

When scanning is completed, the Network ScanGear Main Window closes and the scanned image is transferred to the application.

IMPORTANT

- After clicking the Scan button, do not perform any operation in the Network ScanGear Main Window until the dialog box showing the scanning progress appears.
- If Network ScanGear does not automatically close after scanning, click the  button to close it.
- Be sure to close the Network ScanGear Main Window before exiting the application.

Scanning from the Feeder

When using Network ScanGear to scan with the feeder, you can scan a number of originals in succession.

Scanning from the Feeder

Follow the procedure below to scan from the feeder.

IMPORTANT

- *If you are using Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see 'Selecting the Network Scanner to be Used,' on p.3-9.*
- *Before scanning, you must first switch the scanner online. For details, see 'Switching the Scanner Online and Offline,' on p.3-2.*
- *When scanning from the feeder, use only standard size originals. To scan originals that are not a standard size, use the platen glass.*

1 Start Network ScanGear from the application.

For details, see the section, 'Starting Network ScanGear,' on p.3-11.

2 In the Main sheet, select the original sides to be scanned for Original Placement.

For 1-sided originals, select Feeder (1-sided); for 2-sided originals, select Feeder (2-sided) or Feeder (Hi-Speed 2-sided).

3 In the Main sheet, click the Orientation button to display the Orientation dialog box, and set the original feeding direction.

For 2-sided originals, specify the Book Opening direction (i.e. the relation between the front and back sides).

For details of the setting, see 'Ensuring Scanned Originals are Correctly Oriented,' on p.4-6.

4 Load the originals in the feeder.

Load the originals in the orientation specified in the Orientation dialog box, with the surface to be scanned uppermost.

5 In the Network ScanGear Main Window, set the Color Mode, Resolution, and other scan settings.

6 If necessary specify the scanning area, then click the Scan button.

Scanning starts.

The originals loaded into the feeder are scanned in succession.



IMPORTANT

- *Check that the originals are correctly loaded in the feeder.*
- *When Scanning from the platen glass after using the feeder, make sure that the platen glass cover is fully opened before positioning the original.*
- *It is not possible to specify the scanning area when scanning 2-sided originals.*

Ensuring Scanned Originals are Correctly Oriented

To ensure that originals scanned from the feeder are correctly oriented on the computer screen, use automatic orientation detection or set the feeding direction of the originals in the feeder.

Follow the procedure below to make these settings in the Network ScanGear Main Window.

To Automatically Recognize the Orientation of the Original

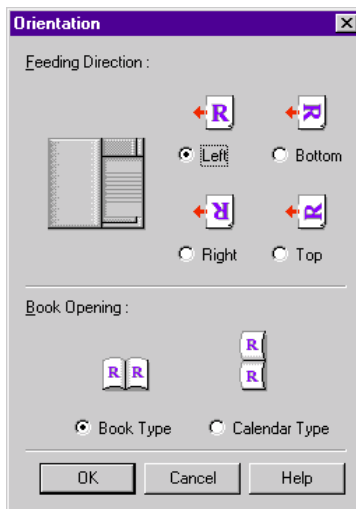
In the Main sheet, select Auto-adjust Orientation. During scanning, the orientation of the original is detected automatically, and the scanned image is rotated if necessary, so that it appears upright on the computer screen.

To Set the Feeding Direction of the Originals

Follow the procedure below to set the feeding direction of originals.

1 In the Main sheet, click the Orientation button.

The Orientation dialog box appears.



2 Select the orientation of the originals to be loaded into the feeder for Feeding Direction. For 2-sided originals, set Book Opening to indicate the relation between the front and back sides of a 2-sided original.

3 When the settings are complete, click the OK button to close the dialog box.

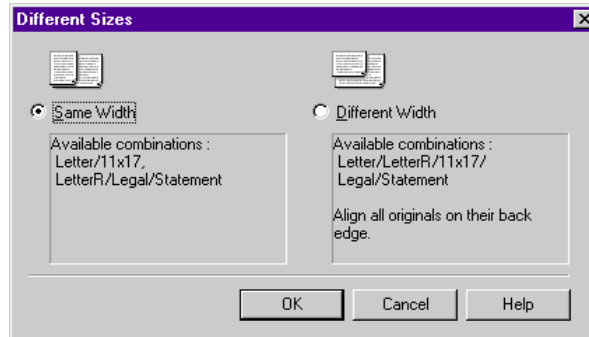
Scanning Different Sized Originals Together

You can load originals of different sizes together in the feeder and scan them in one operation. To do this, make the following settings in the Network ScanGear Main Window.

For Defined Paper Sizes

1 In the Main sheet, select **Different Sizes** for Original Size.

The Different Sizes dialog box appears.



2 Check the lists of possible combinations and select the appropriate combination of original sizes.

For sizes such as A3 and A4, where the longer side of the smaller size is the same as the shorter side of the larger size, select Same Width. For combinations of sizes such as A3 and B4 with no sides of the same length in common, select Different Width.

3 After making the settings, click the **OK** button to close the dialog box.

For Undefined Paper Sizes

1 In the Main sheet, select **Custom** for Original Size.

The width of all paper sizes must be the same.

Specifying the Scanning Area

When scanning from the platen glass, you can display the scan image in the Preview Area, and then select the scanning area. Follow the procedure below to specify the scanning area.

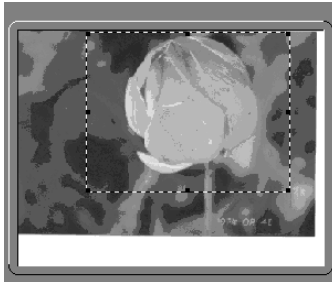
1 Click the Preview button to display the image in the Preview Area.

2 Click the Crop button on the toolbar.

The pointer changes to a cross-hair in the Preview Area, allowing you to select the scanning area.

3 Drag the mouse from one corner of the rectangular area you want to specify to the diagonally opposite corner.

The specified area is indicated by a broken line.



Once an area is specified, you can change it as follows.

- You can drag the area to a different position, or drag the frame handles (the square blocks) to change the size of the area.
- To cancel the scanning area setting, click outside the area.

 **NOTE**

- You can also specify the scanning area in the Cropping Area dialog box. Right-click in the Preview Area, and select Cropping Area to display the Cropping Area dialog box. Enter the dimensions of the area to be scanned and click the OK button.
- Although it is not possible to display a preview image when scanning using the feeder, you can still specify the scanning area numerically using the Cropping Area dialog box, or by dragging the mouse in the empty Preview Area to roughly define the area.
- When scanning 2-sided originals, Auto-adjust Orientation is checked, or Original Size is set to Auto or Different Sizes, you cannot specify the scanning area.

Department ID Management

You can manage the number of pages scanned by each department with the Network ScanGear Department ID Management function.

What Is Department ID Management?

Department ID Management is a function for managing information relating to the amount of scanner usage by individual groups (such as departments or users). This is useful to account for the number of sheets scanned, allocating costs, and so forth.

IMPORTANT

- *To use the Department ID Management function, you must first register a department ID and password, and make sure that the Department ID Management function is enabled at the scanner.*

Using Department ID Management when Scanning

There are two methods for scanning with the Department ID Management function. The first is to preregister the department ID and password with ScanGear Tool; the second is to enter the Department ID and password each time you scan.

IMPORTANT

- *If you are using Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see 'Selecting the Network Scanner to be Used,' on p.3-9.*
- *You must switch the scanner online before you can scan. For details, see 'Switching the Scanner Online and Offline,' on p.3-2.*

Preregistering a Department ID and Password

1 Start ScanGear Tool.

2 Select a scanner to use.

For details about how to start ScanGear Tool or to select a scanner, see 'Selecting the Network Scanner to be Used,' on p.3-9.

- 3** Confirm that [Department ID Management] in [Selected Scanner] is [Enabled], and then click the [Department ID Settings] button.

The [Department ID Settings] dialog box appears.



- 4** Select the [Save Password].
- 5** Enter the [Department ID] and [Password].
- 6** To confirm the department ID and password each time you scan, select the [Confirm Department ID/Password when Scanning] check box.
- 7** Click the [OK] button to close the dialog box.
- 8** Click the [Exit] button on the ScanGear Tool.

ScanGear Tool closes.

From now on, scanning with the selected scanner will be performed with a department ID and password.

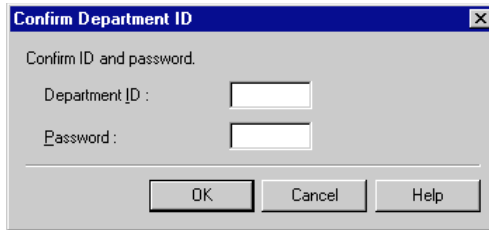
Entering the Department ID and Password Each Time You Scan

- 1** Start Network ScanGear from an application.

For details, see 'Starting Network ScanGear,' on p.3-11.

2 Make all the necessary settings on the [Main] sheet, and then click the [Scan] button.

The [Confirm Department ID] dialog box appears.



Confirm Department ID

Confirm ID and password.

Department ID :

Password :

OK Cancel Help

3 Enter [Department ID] and [Password], and then click the [OK] button.

Scanning is performed with the entered department ID and password.

Summary of Important Features and Settings

You can make the following various settings in Network ScanGear.
For details, refer to the on-line help in the sheets in which the setting is listed or in the dialog box.

Basic Settings

Setting	How made
Color mode of image (black and white, or halftones)	Select with the Color Mode setting in the Main sheet.
Scanning resolution	Select with the Resolution setting in the Main sheet.
Size of original to be scanned	Select with the Original Size setting in the Main sheet.
Scan originals of undefined paper size	Select Custom from Original Size in the Main sheet.

Image Processing Settings

Setting	How made
Adjust density	Set the Density Adjustment setting in the Main sheet to Manual, then move the Density slider to adjust the value.
Make negative image	Set the Reversed Image setting in the Options sheet to On.
Mirror image left to right	Set the Mirror Image setting in the Options sheet to On.
Rotate image	Set the Image Rotation setting in the Options sheet to the required angle of rotation.

Settings for Scanning from the Feeder

Setting	How made
Scan originals from feeder as upright images	In the Main sheet, select the Auto-adjust Orientation. – or – Click the Orientation button in the Main sheet, to display the Orientation dialog box and select the feeding direction of originals and Book Opening direction of the 2-sided originals.
Set the number of pages to scan	In the Pages to Scan setting in the Main sheet, select Specify, then enter the number of pages.
Scan different sized originals as one operation (defined paper sizes)	In the Original Size setting in the Main sheet, select Different Sizes to display the Different Sizes dialog box, then specify the combination of original sizes.
Scan different sized originals as one operation (undefined paper sizes)	Select Custom from Original Size in the Main sheet.

4

Scanning

Department ID Management Settings

Setting	How made
Verify the Department ID Management settings at the scanner	Select the scanner in ScanGear Tool, and then confirm that Dept. ID Management in Selected Scanner is shown as Enabled. Once the scanner is selected, you can verify the scanner information in the Selected Scanner for the Options sheet.
Save a department ID and password	Perform the following steps: 1. Open the Department ID Settings dialog box from ScanGear Tool. 2. In the dialog box, select Save Password, and then enter values in Department ID and Password.



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