

**XEROX**  
**WorkCentre Pro 423/428**  
**Scanner User Guide**

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# 1 Preface

Thank you for purchasing the Xerox WorkCentre Pro 423/428. This guide provides all the necessary operating instructions and precautions for using scanning features.

To get the most out of the machine, please read this guide carefully beforehand.

# Using This Guide

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## Background Knowledge

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This guide is written with the assumption that you are familiar with the basic workings of your systems. With reference to information such as personal computers, operating systems and networks, refer to the relevant information for assistance.

## Organization

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The following is a summary of each chapter:

- Chapter 1** This chapter
- Chapter 2 Before Using the Scanner**  
This chapter provides the summary of scanning features and preparation instructions for using the network scanner.
- Chapter 3 Operating the Scanner**  
This chapter describes how to scan the document.
- Chapter 4 Operating the Client (Personal Computer)**  
This chapter describes how to import the stored document from the mailbox of the machine to a personal computer using a client personal computer.
- Chapter 5 Precautions and Limitations**  
This chapter describes the precautions and limitations when using the scan feature and also explains how to troubleshoot problems when they occur.
- Appendix** This section provides information on scan feature references and procedures when using CentreWare Scanning Services.



## Conventions

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In this manual, a host device refers to a personal computer or workstation.

## Bracket text typeface

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The **[Bracket Text]** typeface is used to emphasize the selection of a feature mode or button. For example:

- Select [Image Quality].
- Select [Save].

## Italic typeface

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The *Italic* typeface is used to emphasize a word or phrase. In addition, references to other chapters and publications are displayed in *Italic typeface*. For example:

*Always* follow safety procedures when operating the equipment.

Refer to “*Maintenance*” on page 11-1, for information about cleaning the Document Glass.

For more information about the network options available, refer to the *System Administrator Guide*.

## Notes

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Notes are statements that provide additional information. For example:

**NOTE:** If the Xerox WorkCentre Pro 423/428 does not include the Finisher and/or High Capacity Feeder, ignore the first step.

## Hints

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Hints help users perform a task. For example:

*HINT:* Select the X / Y display areas to display a pop up keypad which can be used to enter and save the values.

## Cautions

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Cautions are statements that suggest mechanical damage as a result of an action. For example:

**CAUTION:** When cleaning the Xerox WorkCentre Pro 423/428, do not use organic solvents or aerosol cleaners.

## Warnings

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Warnings are statements that alert users to the possibility of personal damage. For example:

**WARNING:** This equipment must be connected to an earthed mains socket outlet.



## 2 ***Before Using the Scanner***

The following information can be found in this chapter:

- Overview
- Required Environment
- Preparing to use the Mailbox Feature
- Preparing to use CentreWare Scanning Service
- Installing the Network Scanning Utility

## Overview

---

The WorkCentre Pro Network Scanner provides the following features:

- The scan feature by using the mailbox in the machine
- The scan feature by using the CentreWare Scanning Services (optional)

The following is the summary of each scan feature:

### Scanning with the Mailbox

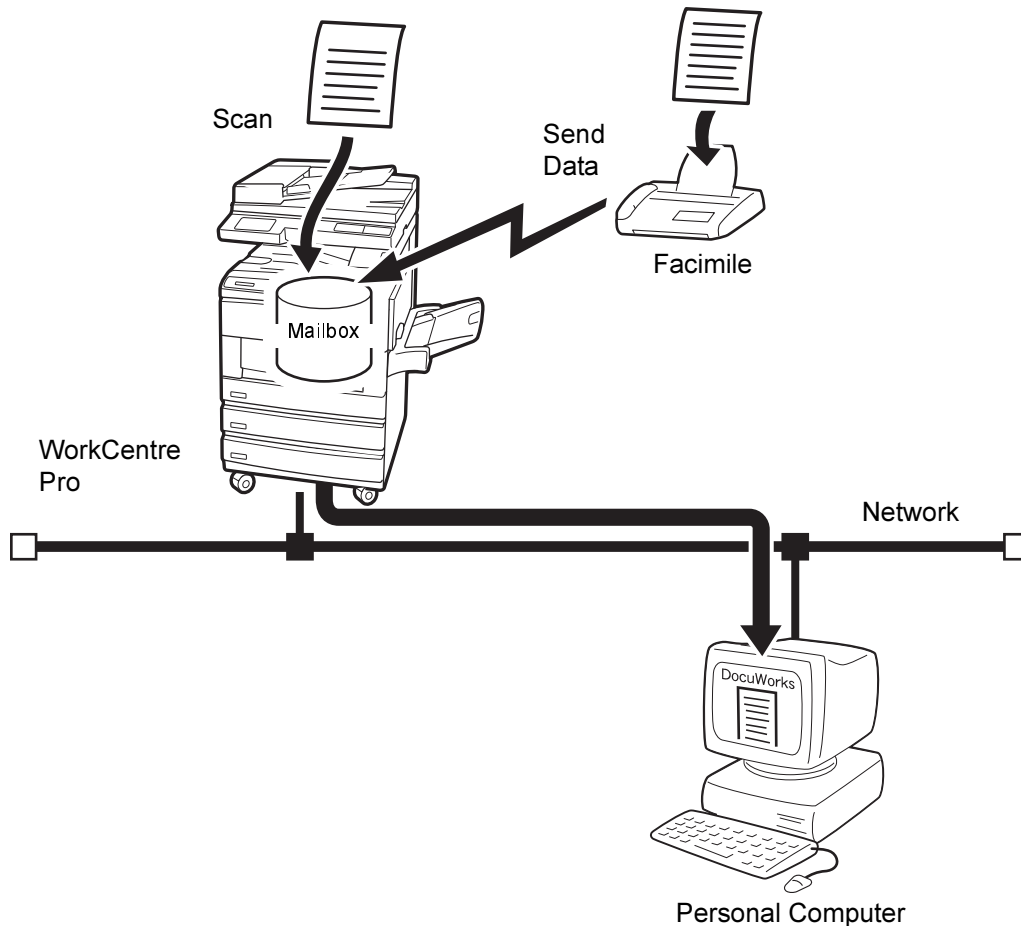
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You can store a document in the mailbox by scanning the document on the machine.

The stored data can be imported to the personal computer (client) connected to a network.

Besides scanned documents, you can also import data received from other facsimile to your mailbox of the WorkCentre Pro.

See the *User Guide (Facsimile)* for details of the mailbox feature.



## CentreWare Scanning Services

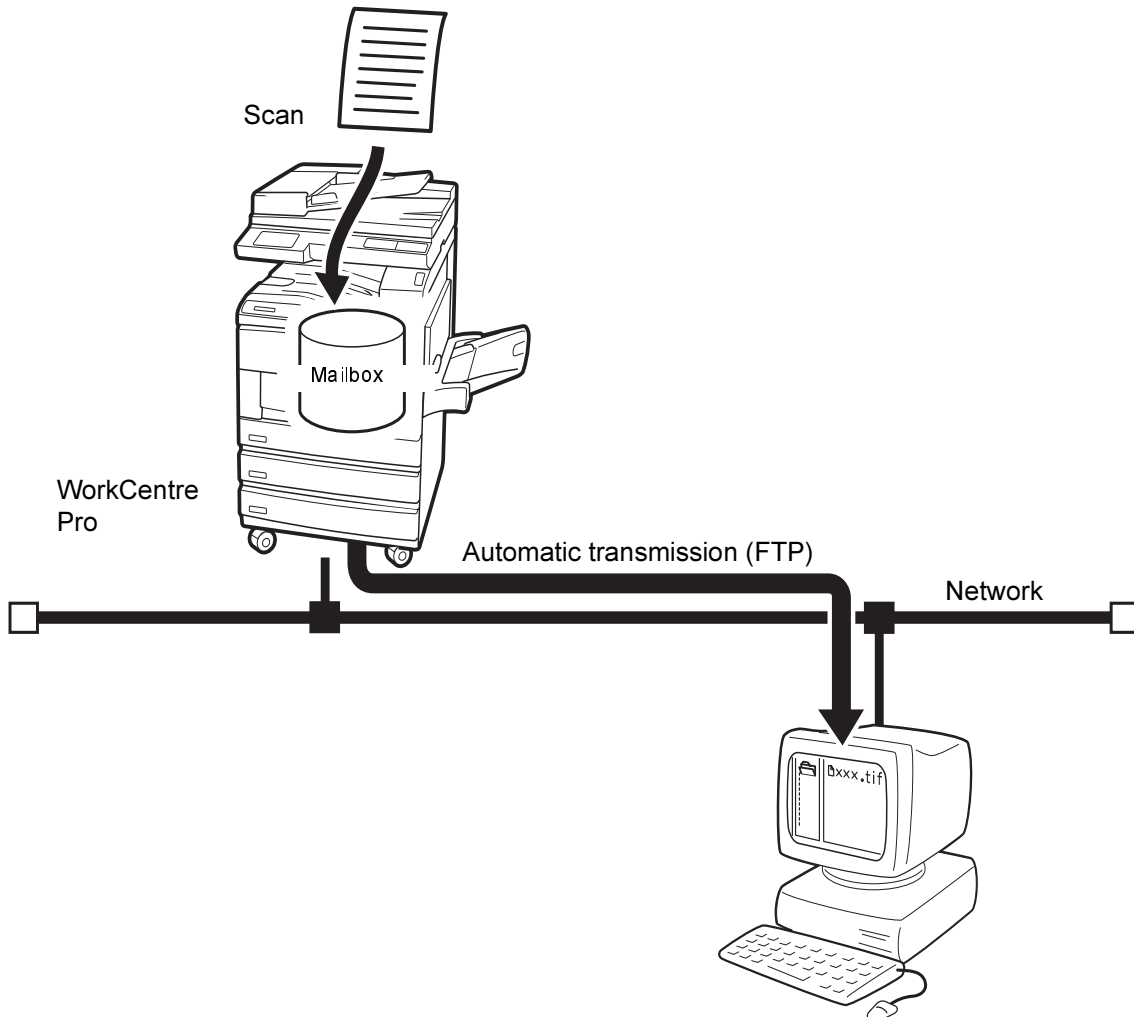
You can scan a document by specifying a template file, which is called a **Job Template**.

The scanned data will be stored on the hard disk of the machine and the data will be automatically transmitted to the personal computer (server) connected to a network.

The optional CentreWare Scanning Services is required in order to create the Job Template or to setup a repository location for the transmitted data.

**NOTE:** This guide describes only the procedure for the machine when using CentreWare Scanning Services. For information regarding the procedure for the personal computer, refer to the CentreWare Scanning Services User Guide.

It is necessary to install the optional printer HDD kit in order to use CentreWare Scanning Services.



# Required Environment

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This section describes the required environment in order to use the scan feature (mailbox feature).

## WorkCentre Pro

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The following options are needed for the machine:

- Fax unit (for models not installed with the fax feature)
- Printer HDD kit (when using CentreWare Scanning Services only)
- 64MB SDRAM (when using CentreWare Scanning Services only)

## Personal Computer (Client)

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The personal computer as a client must be installed with either one of the following operation systems:

- Microsoft® Windows® 95/Windows® 98/Windows® Me operating system
- Microsoft® Windows NT® operating system Version 4.0/Windows® 2000 operating system

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**NOTE:** Windows NT 4.0 Server TSE (Terminal Server Edition) and Windows 2000 Server/Advanced Server Terminal Service are not compatible with this feature.

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## Personal Computer (Server)

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When using the CentreWare Scanning Services, the personal computer as a server must be installed with the following operation system:

- Microsoft® Windows NT® operating system version 4.0
- Microsoft® Windows® 2000 operating system

## Network

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The machine and personal computer should be connected with a network and be able to communicate with the TCP/IP protocol.

## Preparing to use the Mailbox Feature

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The following preparation is necessary to scan a document using the mailbox:

- Define IP address.
- Enable Salutation.
- Register the mailbox.

The procedure for setting up is as follows:

### Defining the IP Address

---

This section explains how to set up an IP address. Depending on the network environment, you may need to set up the subnet mask and gateway address. If your network has a Dynamic Host Configuration Protocol (DHCP), BOOTP or RARP environment, the printer can obtain these items automatically from each of the server. By default, these items are obtained automatically from the DHCP server.

---

**NOTE:** Use the DHCP server together with the Windows Internet Name Service (WINS) server at the same time. When using the WINS server, adjust the settings if necessary, by selecting the following on the printer control panel: Network/Port, followed by WINS Server, and then the various items.

When using the BOOTP or RARP server, select the following on the printer control panel: Network/Port, followed by TCP/IP Settings, Get IP Address, and then BOOTP or RARP. Check with your system administrator if you have any queries on the BOOTP or RARP environment.

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
In addition, you can use the quick setup menu to configure the IP address and Salutation along with the printer environment setting. See the *User Guide (Printer)* to check the DHCP server and use the quick setup menu.

## Setting the IP Address

This section explains the procedure for setting up the IP address manually by using the printer control panel. Depending on the network environment you are using, you may need to set up the subnet mask and gateway address. Set the necessary items after checking with the network administrator.

**NOTE:** You do not need to define the IP address if it already exists. (The screen to define the IP address will not be displayed in the following case.)

1. With "Ready to print or fax" displayed, press the **Menu** button.





 to move down a column.   to move between columns.  to select an item (* shows beside item).			
Quick Setup			
Report List			
System Setting			
<b>Network/Port</b>	Parallel		
	LPD		
	Netware		
	SMB		
	IPP		
	USB		
	Port 9100		
	EtherTalk		
	Salutation		
	FTP Client		
	SNMP		
	Internet Service		
	<b>TCP/IP Settings</b>	<b>Get IP Address</b>	DHCP
			BOOTP
			RARP
			<b>Manually</b>
		<b>IP Address</b>	<b>000.000.000.000</b>

2. Set "Get IP Address" to Manually.
3. Enter the IP Address.  
Use the left and right arrows to move between the numbers.  
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
4. Press the **Menu** button to accept the changes and re-initialize the printer.



## Setting Subnet Mask and Gateway Address

1. With "Ready to print or fax" displayed, press the **Menu** button.

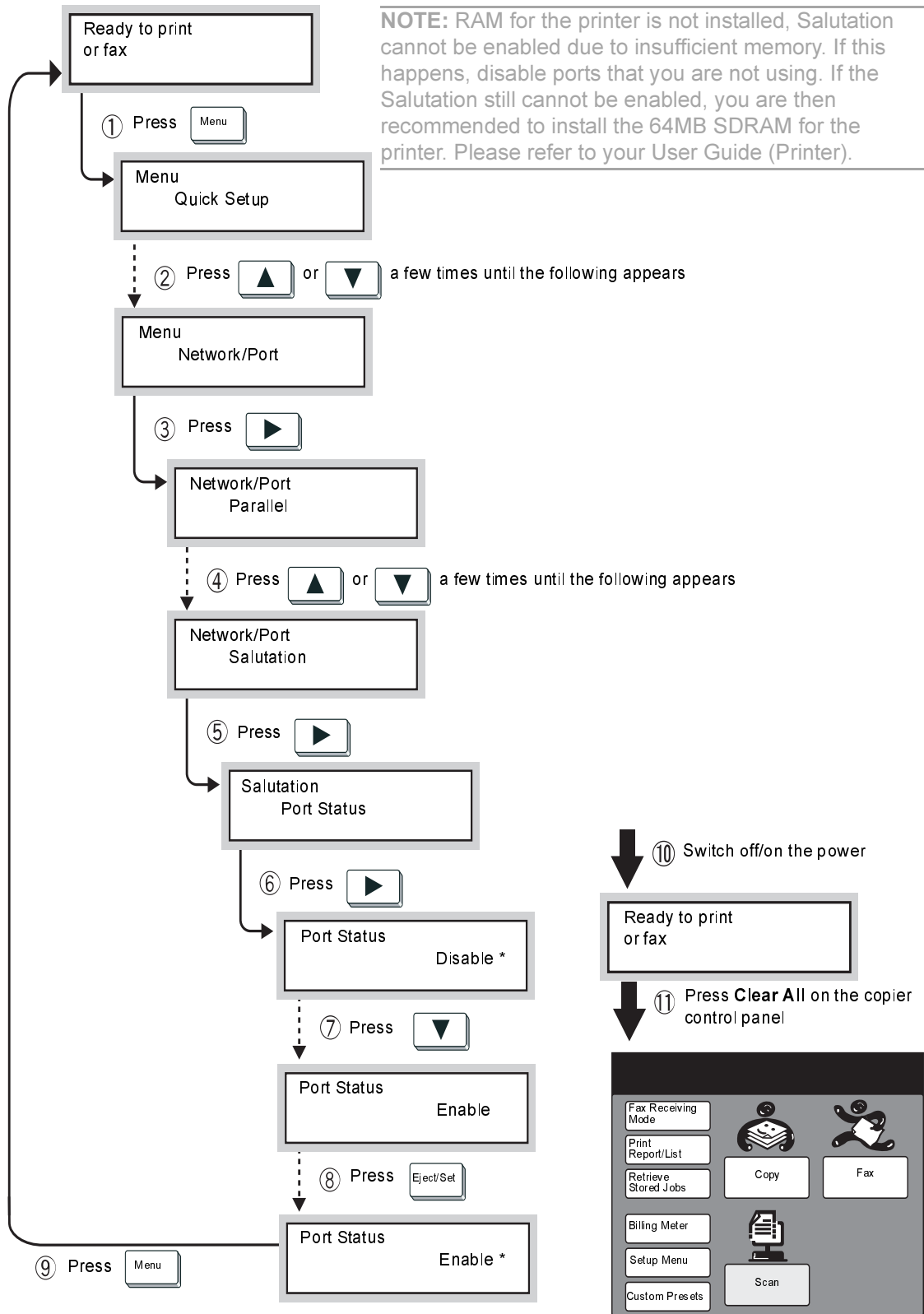
 to move down a column.   to move between columns.  to select an item (* shows beside item).			
Quick Setup			
Report List			
System Setting			
<b>Network/Port</b>	Parallel		
	LPD		
	Netware		
	SMB		
	IPP		
	USB		
	Port 9100		
	EtherTalk		
	Salutation		
	FTP Client		
	SNMP		
	Internet Service		
	<b>TCP/IP Settings</b>	Get IP Address	
		IP Address	
		<b>Subnet Mask</b>	<b>000.000.000.000</b>
		<b>Gateway Address</b>	<b>000.000.000.000</b>

2. Enter the Subnet Mask.  
Use the left and right arrows to move between the numbers.  
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
3. Enter the Gateway Address.  
Use the left and right arrows to move between the numbers.  
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
4. Press the **Menu** button to accept the changes and re-initialize the printer.

# Enabling the Salutation

Enable Salutation on the printer control panel.

**NOTE:** RAM for the printer is not installed, Salutation cannot be enabled due to insufficient memory. If this happens, disable ports that you are not using. If the Salutation still cannot be enabled, you are then recommended to install the 64MB SDRAM for the printer. Please refer to your User Guide (Printer).



(When "Ready to print or Fax" appears, the printer is ready to receive data.)

# Creating a Mailbox

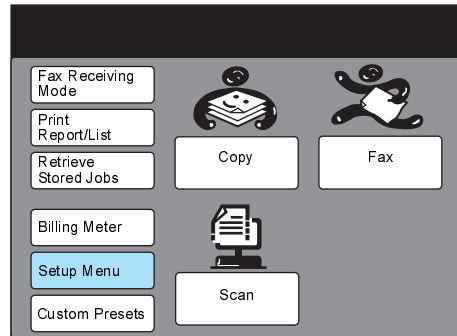
Use the copier control panel to create a mailbox to store the scanned document.

**NOTE:** You can create up to 200 mailboxes.

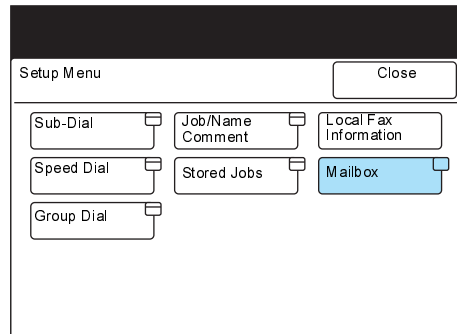
## Procedure

1. Select **Setup Menu** on the Menu screen.

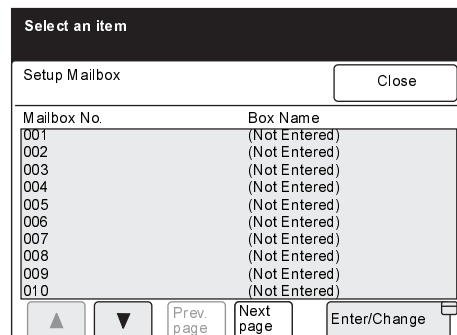
**NOTE:** If the following screen is not displayed, press **Feature Selection** to display the screen.



2. Select **Mailbox**.



3. Select an unused mailbox number directly or use the ▲ or ▼ button.



4. Select **Enter/Change**.

5. Enter a 4-digit password by using the keypad, and select **Confirm Password**.

**NOTE:** The password must be unique.

When not setting the password, do not enter any password and then select **Confirm Password**.

Select **Delete Mailbox** to delete a mailbox created.

Select **Change Password** to change the password.

The screenshot shows a screen titled "Use the numeric keypad to enter password." with a sub-header "Mailbox No. 001 Enter/Change" and a "Close" button. The screen is divided into two columns. The left column has a "Password" field with four asterisks, a "Confirm Password" button (highlighted in blue), a "Change Password" button, and a "Delete mailbox" button. The right column has a "Mailbox Name" field with "(Not Entered)" and a list of options: "Enter/Change Name", "Mailbox Options", "Check Password", and "Delete/Save Documents".

6. Select **Enter/Change Name** to enter the name for the mailbox.

The screenshot shows the same screen as above, but the "Mailbox Name" field now contains "(In Use - No Name)". The "Enter/Change Name" button in the right column is highlighted in blue.

If you do not wish to enter any name, proceed to Step 8.

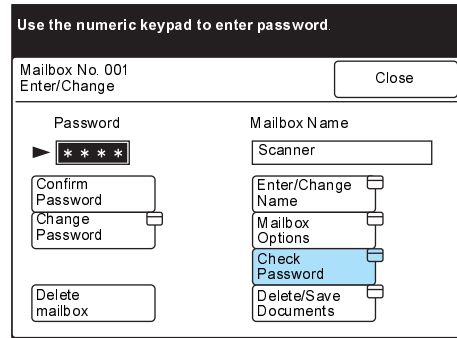
7. Enter the name using the keyboard on the screen, then select **Save**.

The screenshot shows the screen with the title "Mailbox No. 001 - Enter/Change Name" and "Cancel" and "Save" buttons. A virtual keyboard is displayed with a "Scanner" indicator, a numeric keypad (0-9), a "Backspace" key, an alpha-numeric keypad (A-Z), a "Space" key, and a "Shift" key. There are also "Symbol" and "Alpha-numeric" toggle buttons at the bottom.

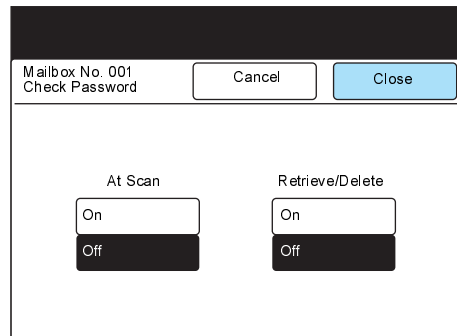
**NOTE:** You can enter up to 10 characters for the mailbox name.

See the *User Guide (Facsimile)* for entering text.

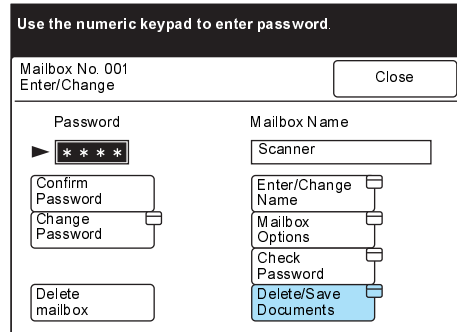
8. Select **Check Password** to check the password.



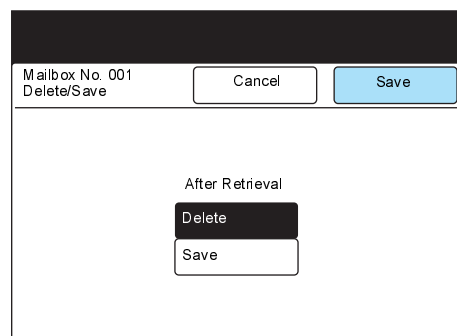
9. Select the settings for Check Password and then select **Save**.



10. Select **Delete/Save Documents** to configure the settings for retrieving the documents.



11. Select whether to save or delete the document after retrieving and then select **Save**.



12. Select **Clear All** on the control panel.

# Preparing to use CentreWare Scanning Services

The following preparation is necessary to scan a document by using CentreWare Scanning Services:

- Define IP address (See “Defining the IP Address” on page 2-5)
- Enable transport protocol (UDP)
- Enable FTP Client

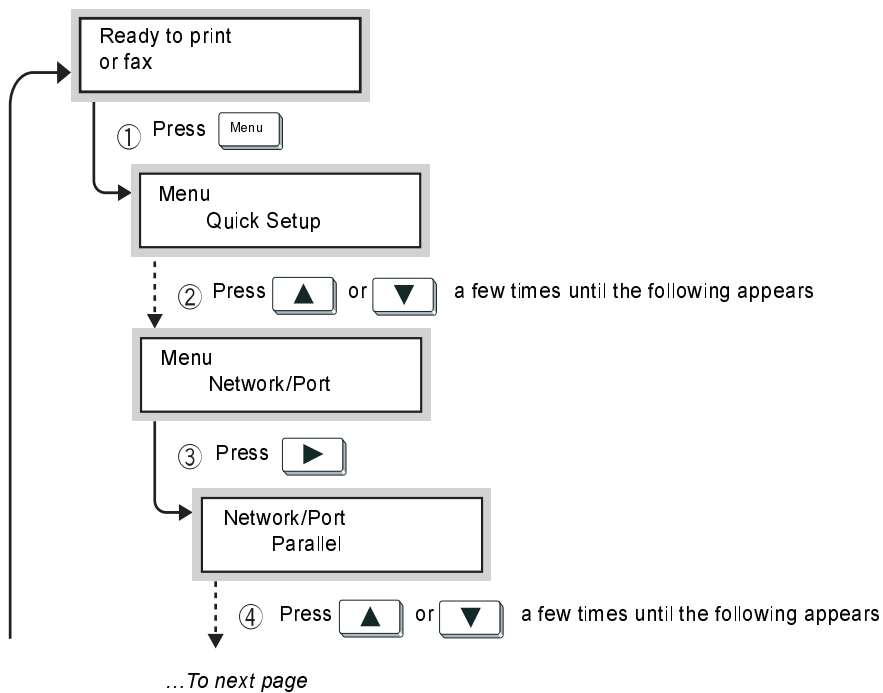
The procedure for setting up is as follows:

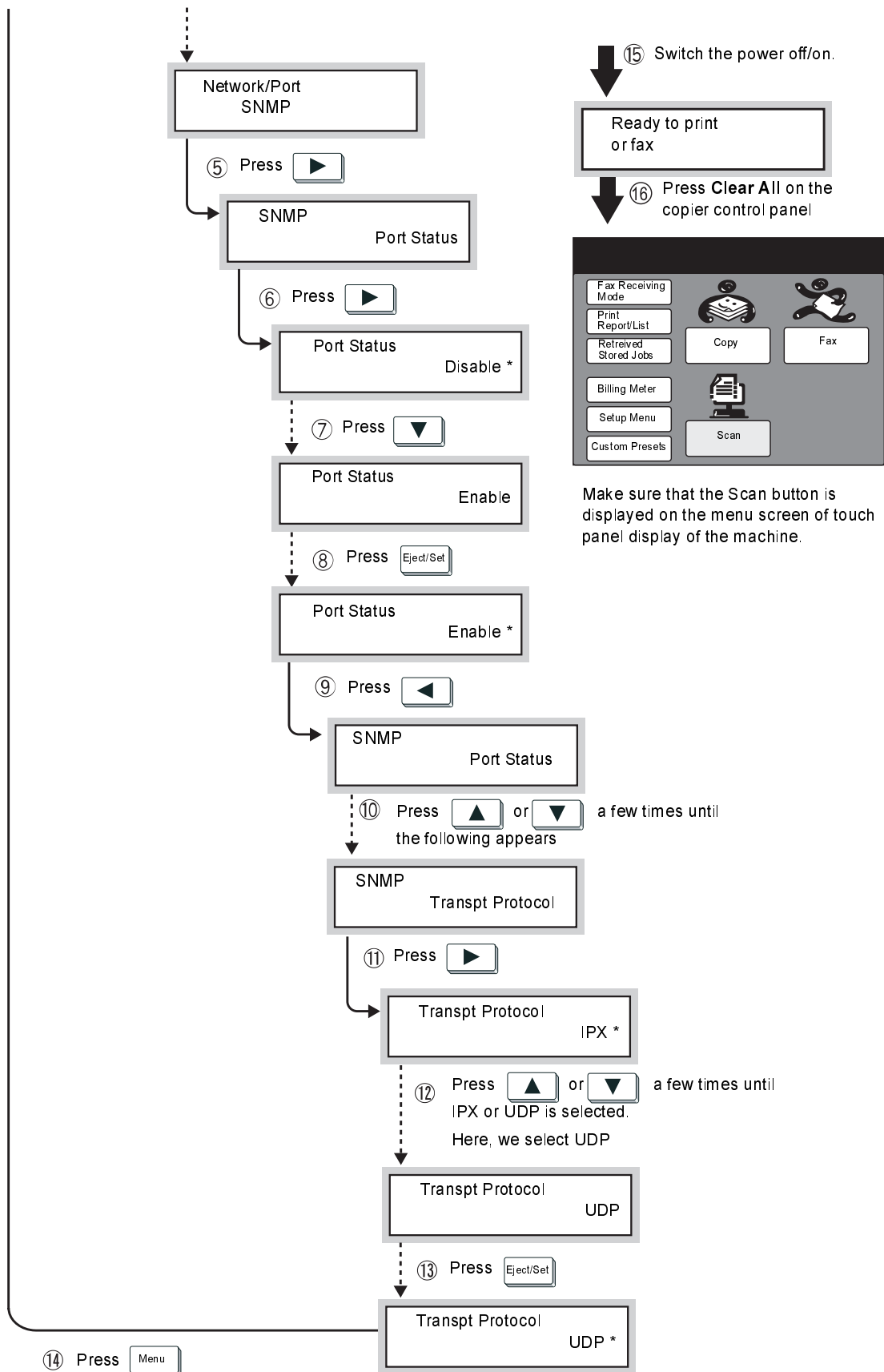
**NOTE:** When the setting for the machine is completed, install the CentreWare Scanning Services by referring to the CentreWare Scanning Services User Guide.

## Enabling the Transport Protocol (UDP)

To define the job template server using the Scan Admin Wizard of the CentreWare Scanning Services, enable the transport protocol (UDP) on the printer control panel of the machine.

Follow the procedure below to enable the transport protocol (UDP).

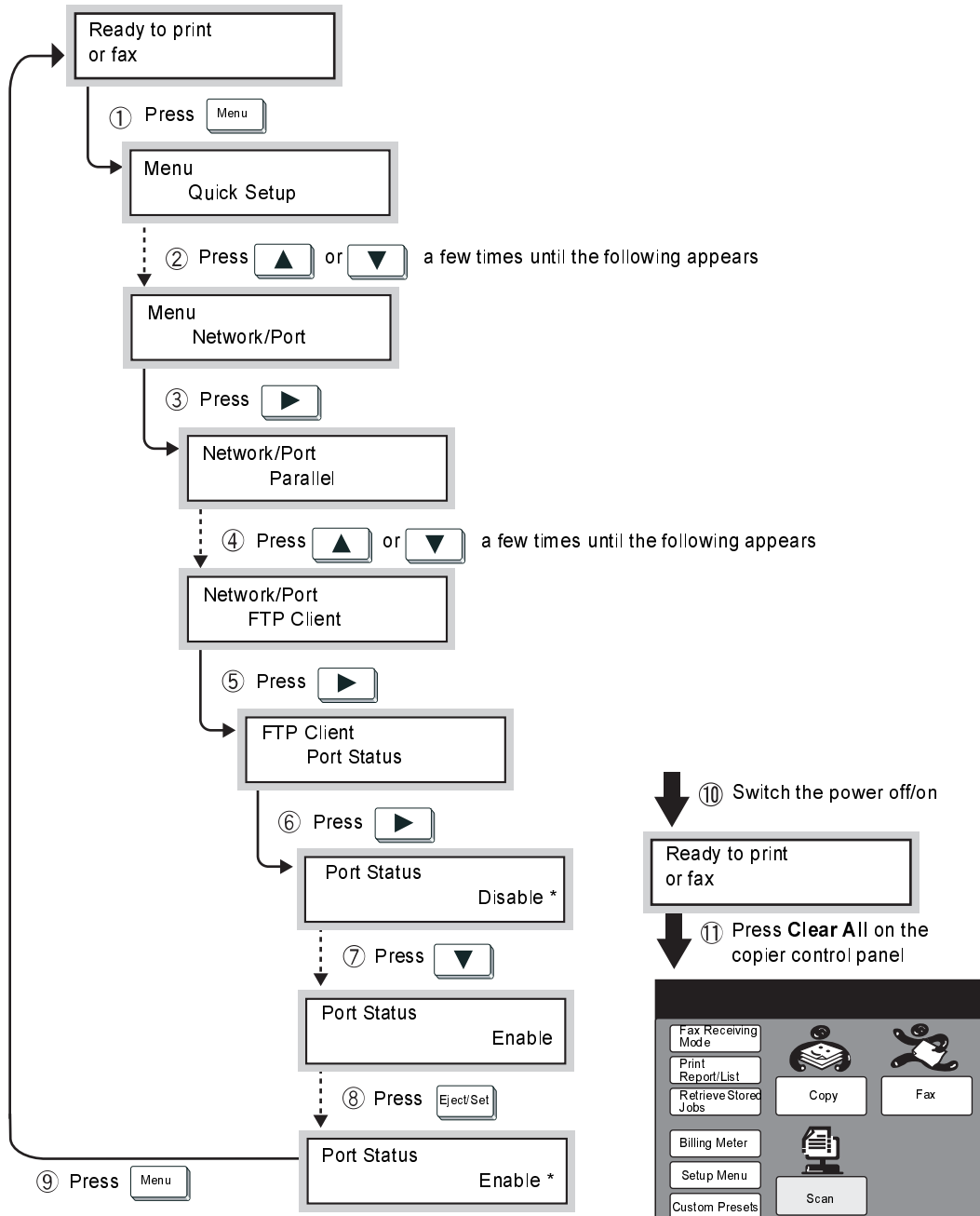




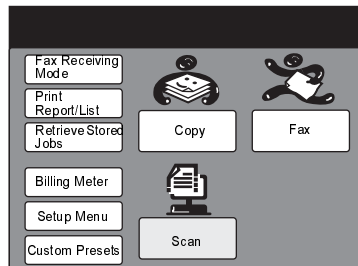
# Enabling the FTP Client

To import the job template from a server, or to transmit the scanned data to a server, it is necessary to enable the FTP Client on the printer control panel of the machine.

Follow the procedure below to enable the FTP client and define the IP address.



(When "Ready to print or Fax" appears, the printer is ready to receive data.)





## Installing the Network Scanner Utility

---

Network Scanner Utility is the software which allows you to access stored data in the mailbox from a personal computer. This section describes the installation and uninstallation of the network scanner utility using the PCL Driver/Network Utility (Windows®) CD-ROM.

**NOTE:** Refer to the CentreWare Scanning Services User Guide for installing the CentreWare Scanning Services.

---

## Required Environment

---

To install the Network Scanner utility, a personal computer must meet all the following requirements:

### Target Operating System

---

The following operating systems are compatible with the utility:

- Microsoft® Windows® 95/Windows® 98/Windows® Me operating system
- Microsoft® Windows NT® operating system Version 4.0/Windows® 2000 operating system

**NOTE:** Windows NT 4.0 Server TSE (Terminal Server Edition) and Windows 2000 Server/Advanced Server Terminal Service are not compatible with this feature.

---

### Personal Computer

---

The target computer must meet all of the following requirements:

- Running i486DX4/100 MHz proprocessor or above (Pentium 100 MHz or above is recommended)
- 32 Mbyte memory or more
- 40 Mbyte or more of free hard disk space (not including the space for storing scanned data)

### Network

---

A personal computer has to be connected to a network and be able to communicate with the TCP/IP protocol.

See the Manuals of the respective OS to confirm and add protocol settings on the computer.

### Target Application Software

---

To import the data stored in the mailbox to an application software, the software must be compatible with the TWAIN interface.

See "Appendix B Compatible Software" for the applications that have been verified to be compatible with the machine.

# Installation

---

The Network Scanner Utility includes the following software:

➤ Network Scanner Driver

Scan driver to import the data stored in the mailbox of the machine to the software compatible with TWAIN.

➤ Mailbox Viewer

Software to check, import or delete the data stored in the mailbox of the machine.

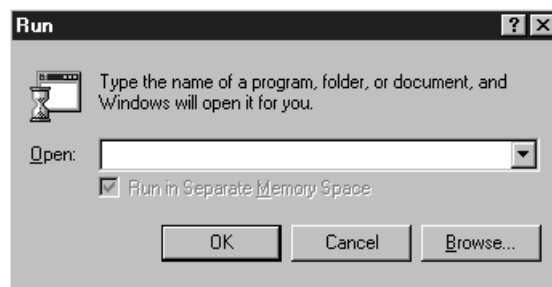
You can install both softwares at a time following the installation procedure below:

## Procedure

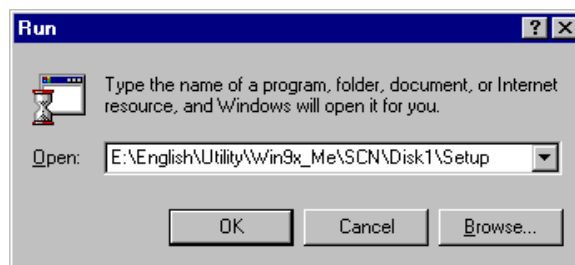
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1. Click **Start** and **Run**.

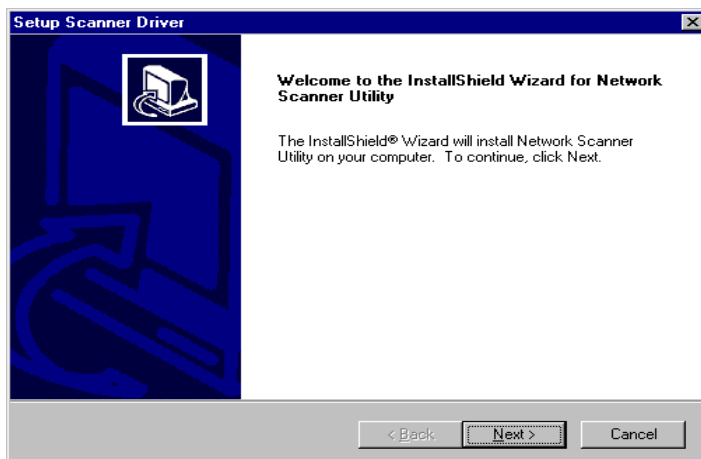
The Run dialog box will be displayed.



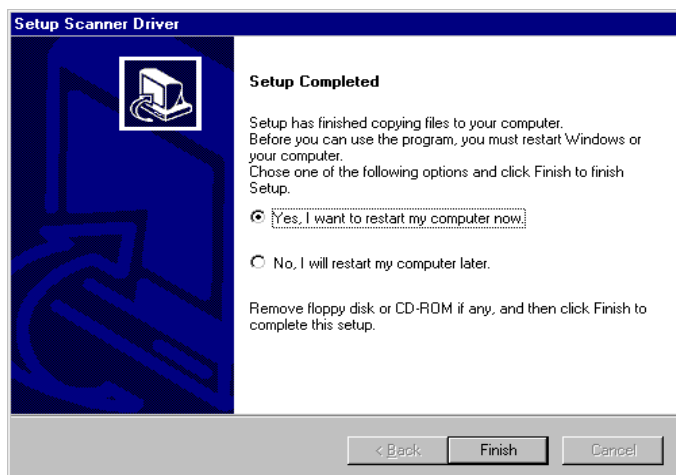
2. Insert the PCL Driver/Network Utility CD-ROM into the CD-ROM drive.
3. Type the drive name (e.g. E:) and the path name (\English\Utility\Win9x\_Me\SCN\Disk1\Setup, \English\Utility\NT40\SCN\Disk1\Setup or \English\Utility\Win2000\SCN\Disk1\Setup), then click **OK**. The drive name may be different depending on your system (personal computer).



- Click **Next** and continue with the installation.



- Follow the instructions on the screen.
- When the installation is completed, the following dialog box appears. Click "Yes, I want to restart my computer now.", then **Finish**.



The installation is completed and the Windows restarts automatically.

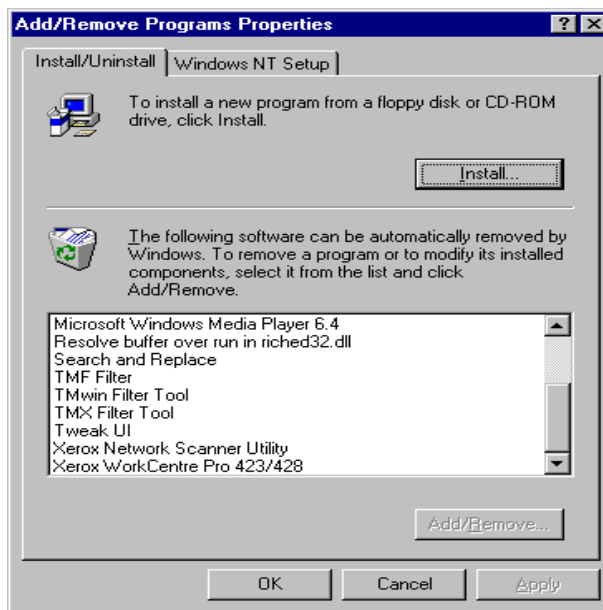
# Uninstallation

This section describes the procedure to remove the Network Scanner Utility installed in Microsoft Windows.

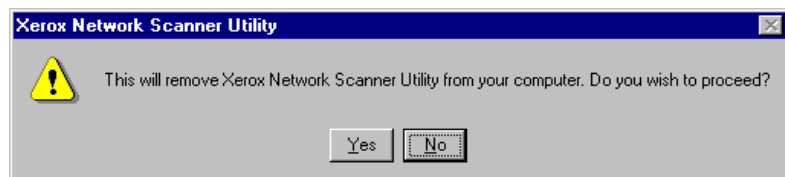
**NOTE:** When upgrading the network scanner utility, make sure you uninstall the existing network scanner utility.

## Procedure

1. Double-click **My Computer, Control Panel**, then **Add/Remove Programs**.



2. Click **Xerox Network Scanner Utility**, then **Add/Remove**.
3. Click **Yes**.



The uninstallation is completed.

# 3 *Operating the Scanner*

The following information can be found in this chapter:

- Scanning Documents
- Specifying Various Features
- Printing/Deleting Stored Documents
- Custom Presets for Scanning Features

# Scanning Documents

---

This section describes how to scan documents and store the scanned document into the mailbox.

There are two methods for scanning documents.

- Store the scanned data into the mailbox.
- Specify the job template and scan the data, then transmit to server. (when using the CentreWare Scanning Services)

Refer to the corresponding steps according to your selection.

## Scan-to-Mailbox

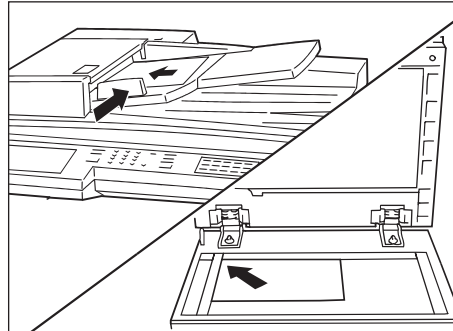
---

The basic procedure to scan documents and store them in a mailbox is as follows:

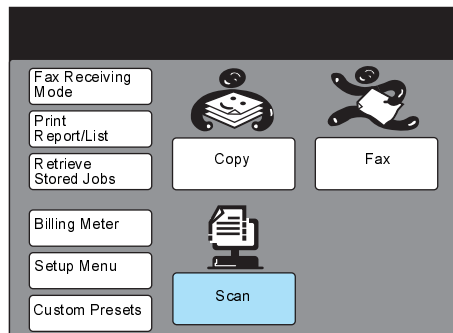
### Procedure

---

1. Load documents.



2. Select **Scan** on the Menu screen.



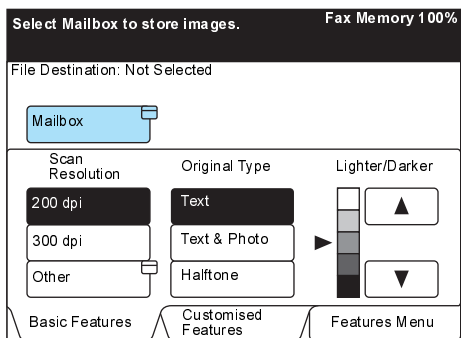
---

**NOTE:** If the Menu screen is not displayed, press Feature Selection on the control panel a few times.

---

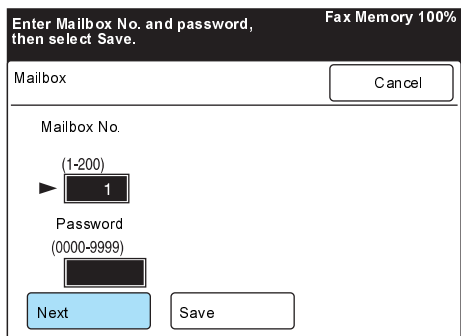
See “Enabling the Salutation” on page 2-8 to check the settings if the Scan button is not displayed.

3. Select **Mailbox**.

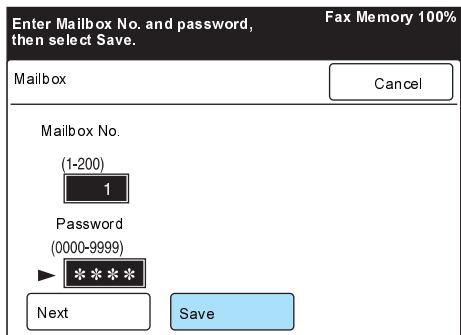


See “Creating a Mailbox” on page 2-9 to create a new mailbox.  
 See “Enabling the Salutation” on page 2-8 to check the settings if the Mailbox button is not displayed.

4. Enter the number of the mailbox to store the document using the keypad, then select **Next**.



5. Enter the password using the keypad, then select **Save**.

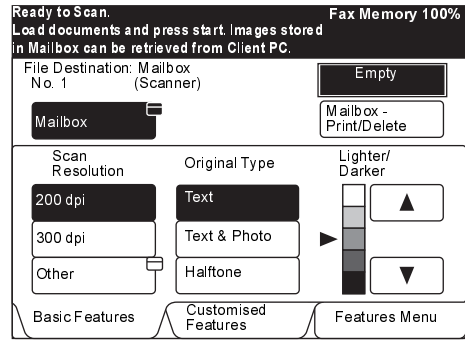



---

**NOTE:** The password will be displayed as “\*\*\*\*”.

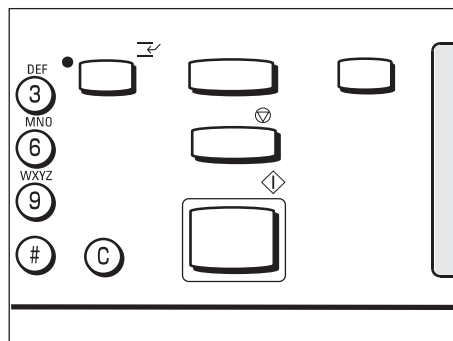
---

6. Select other features as required.



See "Specifying Various Features (Mailbox)" on page 3-7 for details of scanning features.

7. Press **Start**.



The scanning starts, and the scanned document is stored in the Mailbox.



## Scan-to-Server (Using Job Template)

This section describes how to scan documents using CentreWare Scanning Services (optional).

You can scan a document by the file (job template) for which the scanning features and required server are pre-set.

The scanned data is converted to TIFF format, and is transmitted to the required server.

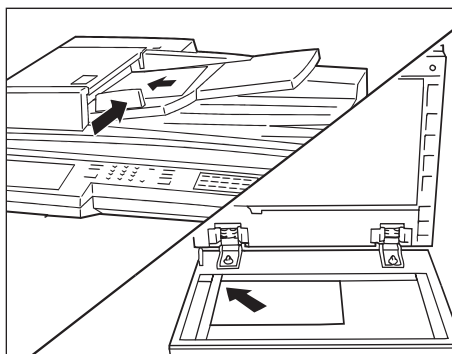
You should create the job template on your personal computer using the Job Template Utility of CentreWare Scanning Services, then store it in a server.

The machine will automatically retrieve the stored job template from the server.

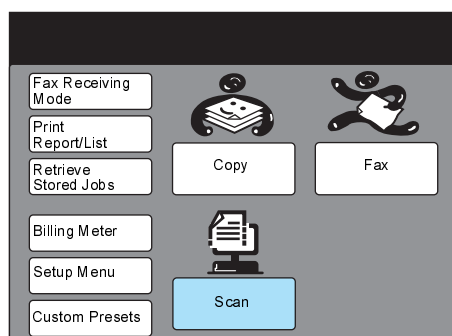
See *CentreWare Scanning Services User Guide* for the details of CentreWare Scanning Services.

### Procedure

1. Load documents.



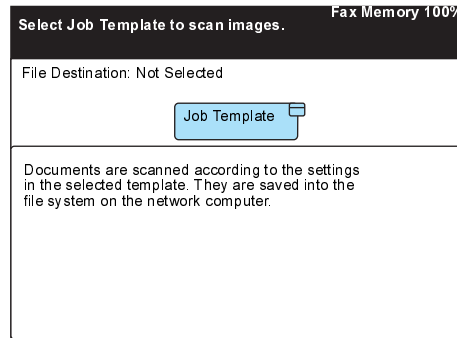
2. Select **Scan** on the Menu screen.



**NOTE:** If the Menu screen is not displayed, press Feature Selection on the copier control panel a few times.

See *“Enabling the FTP Client”* on page 2-14 to confirm the setting if the Scan button is not displayed.

3. Select **Job Template**.



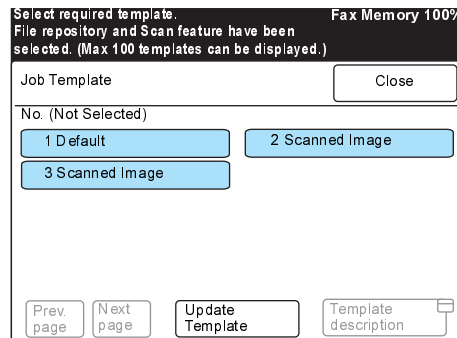
See “Enabling the FTP Client” on page 2-14 to confirm the setting if the Job Template button is not displayed.

---

**NOTE:** If the Salutation is running, the display differs from the figure as shown on the right.

---

4. Select the required job template directly. If the job template that you created is not displayed, select **Update Template**.

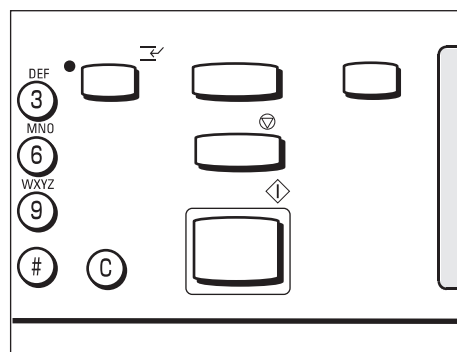


---

**NOTE:** When the Template Description button is selected during selection of any job template, detailed description is displayed. However, if you have not added any description when the job template was first created, there will be no display. When the Review button on the control panel is pressed during selection of any job template, you can check the contents of the settings for each job template.

---

5. Press **Start**.



The scanning starts and the data is stored in the hard disk, which is then automatically transmitted to the server.

---

**NOTE:** The System Administrator sets up templates.

---

## Specifying Various Features (Mailbox)

This section describes the setting of various scanning features at the machine.

The available scan features are as follows:

- Scan Resolution
- Original Type
- Lighter/Darker (density level)
- Scan Size
- Reduce/Enlarge (scan ratio)
- Mixed Size Originals
- 2-Sided Originals

Select the required scanning features following the procedure below.

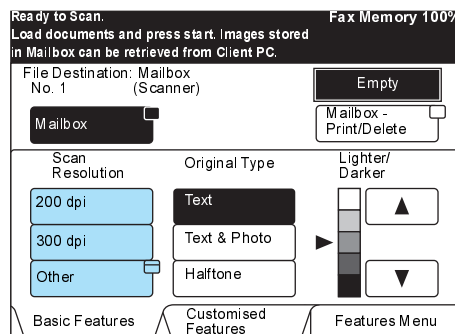
### Selecting the Scan Resolution Level

You can select the resolution level for documents to be scanned.

The resolution levels are 200 dpi (factory-default), 300 dpi, 400 dpi and 600 dpi.

#### Procedure

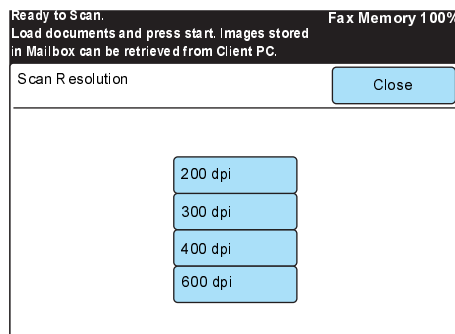
1. Display the Basic Features screen and select the required resolution.



**NOTE:** You can also select **Scan Resolution** on the Features Menu screen.

If you want to select 400 dpi or 600 dpi, select **Other**.

2. After selecting the resolution, select **Close**.

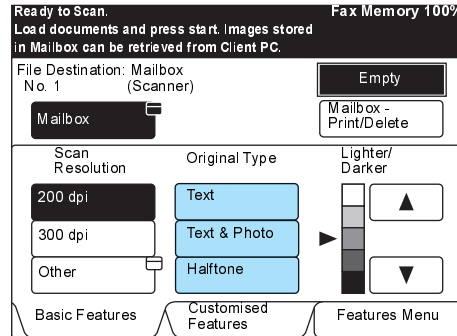


## Selecting the Original Type

When scanning a document which includes photo images or text, you can select the original type in order to obtain optimum results.

### Procedure

1. Display the Basic Features screen and select the required original type.



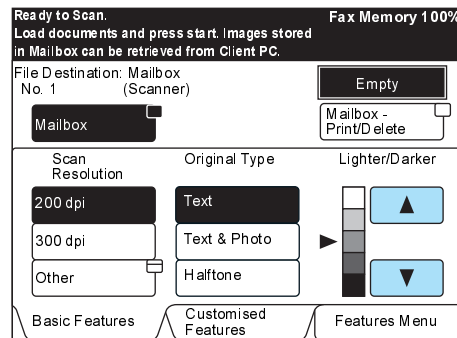
**NOTE:** You can also select **Original Type** on the Features Menu screen.

## Selecting the Density Level

You can adjust the density level for the documents to be scanned. The machine provides five levels of density.

### Procedure

1. Display the Basic Features screen and select the required density using the t or s button.



**NOTE:** You can also select **Lighter/Darker** on the Features Menu screen.

## Selecting the Scan Size

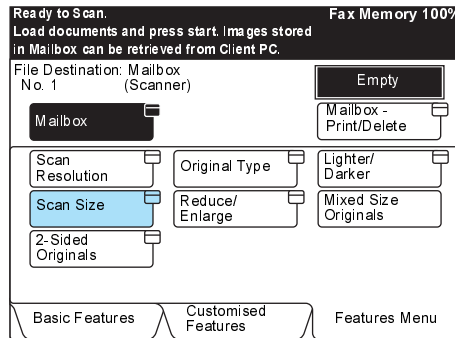
You can select the scan size for the document. This feature is used for scanning the size you specified instead of the actual size of the document.

The scan sizes are: Auto (factory-default), B5, B4, A5, A4, A4, or A3.

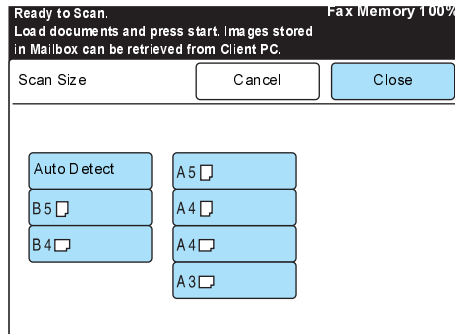
**NOTE:** When the Duplex Automatic Document Feeder (DADF) is used, if the original size is smaller than the scanning size, the machine scans the document using the original size.

### Procedure

1. Select **Scan Size** on the Features Menu screen.



2. Select the required scan size, then select **Close**.



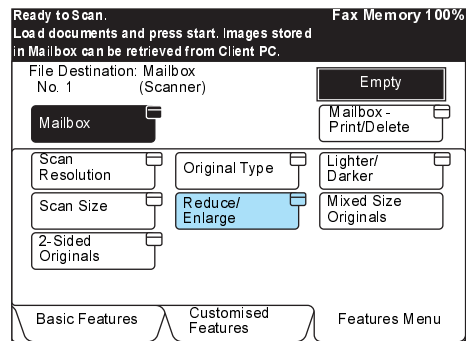
## Selecting Scanning Ratio

You can reduce or enlarge the image of document when scanning.  
You can select a ratio from 50% to 400%.

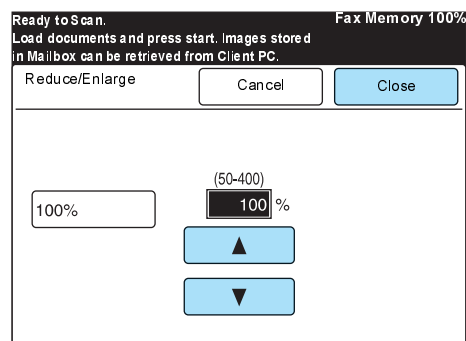
**NOTE:** Reduce/Enlarge is set to 100% at factory-default.

### Procedure

1. Select **Reduce/Enlarge** on the Features Menu screen.



2. Select the required ratio using the ▲ or ▼ button, then select **Close**.



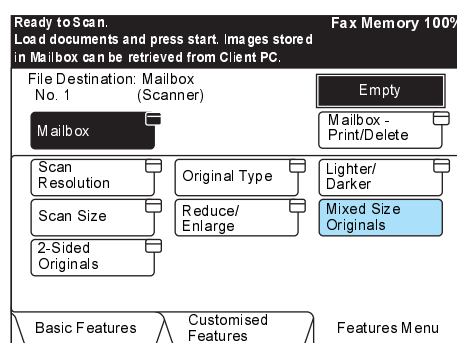
## Scanning Mixed Size Originals

You can scan documents of different sizes at one time using the DADF. If you do not select this feature, the machine scans all the documents in the same size as the first document to be scanned.

- Load the documents on the duplex automatic document feeder (DADF) to make use of the Mixed Size Originals feature.
- When loading documents of various sizes, load the large size documents at the bottom of the DADF.
- When using the Mixed Size Originals feature, load documents of sizes that can be automatically detected.
- When you specify the scan size, the documents are scanned by the specified size.
- The weight of documents that can be used in the the Mixed Size Originals feature is 50 - 120g/m<sup>2</sup>.

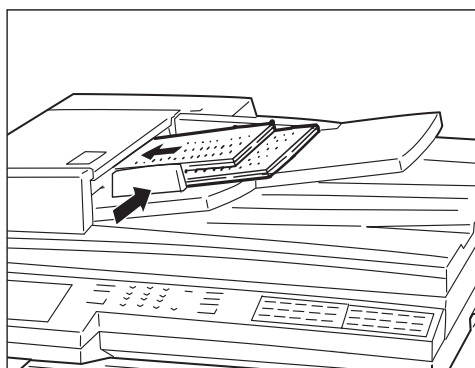
### Procedure

1. Select **Mixed Size Originals** on the Features Menu screen.



### Loading Documents

Load all the documents onto the DADF against the inner document guide. Adjust the movable document guide so that it touches the document of the biggest size.



# Scanning Two-Sided Originals

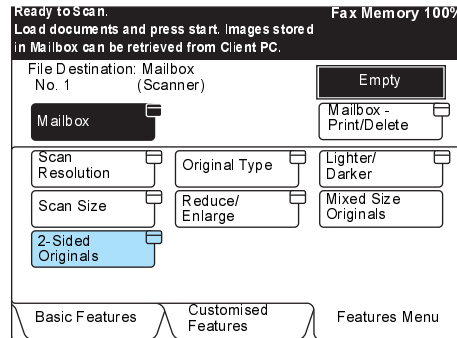
The machine automatically scans two-sided documents by using the DADF.

Select the binding location to determine the top-to-bottom orientation of the image on both sides of the documents to be scanned.

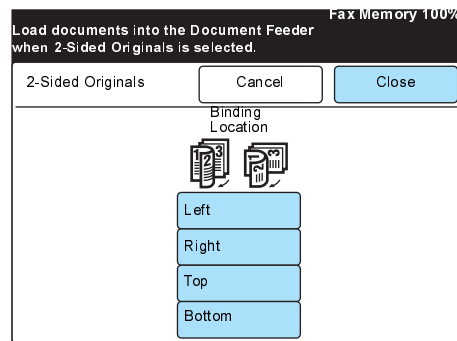
You can select left, right, top or bottom.

## Procedure

1. Select **2-Sided Originals** on the Features Menu screen.



2. Select the required binding location, then **Close**.



**NOTE:** The binding location is specified based on the loading orientation of the document. When you load the document placing its top against the feeding edge of the DADF, select Top or Bottom.

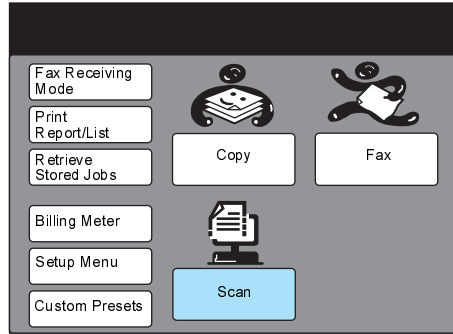


# Printing/Deleting Stored Documents

You can print or delete the stored documents from your mailbox by following the procedure below.

## Procedure

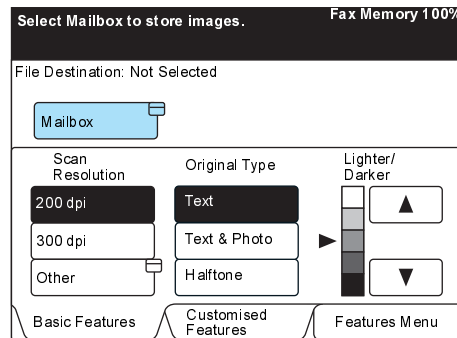
1. Select **Scan** on the Menu screen.



**NOTE:** If the screen on the right is not displayed, press Feature Selection to display the screen.

See *“Enabling the Salutation”* on page 2-8 to confirm the setting if the Scan button is not displayed.

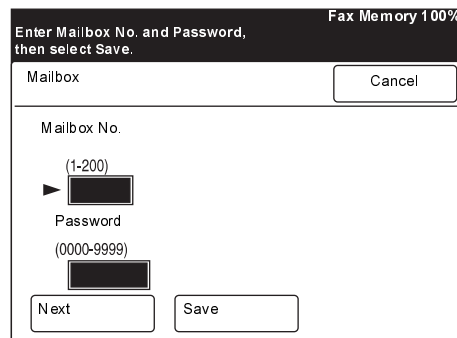
2. Select **Mailbox**.



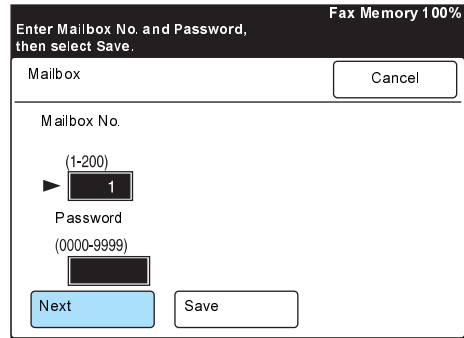
See *“Creating a Mailbox”* on page 2-9 to create a new mailbox.

See *“Enabling the Salutation”* on page 2-8 to confirm the setting if the Mailbox button is not displayed.

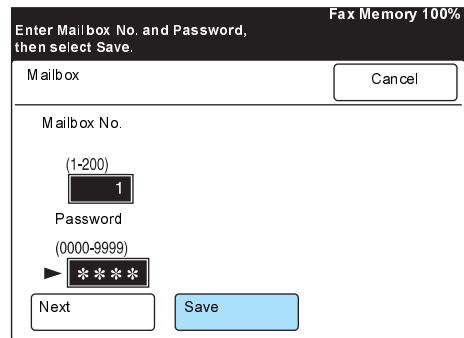
3. Enter the mailbox number using the keypad.



4. Select **Next**.



5. Enter the password using the keypad, then select **Save**.

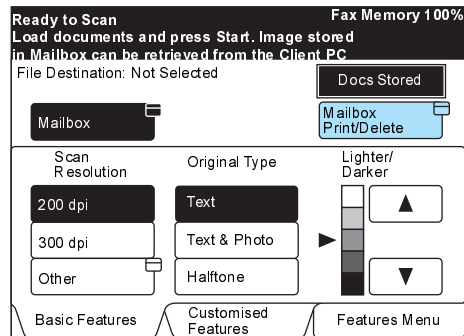


---

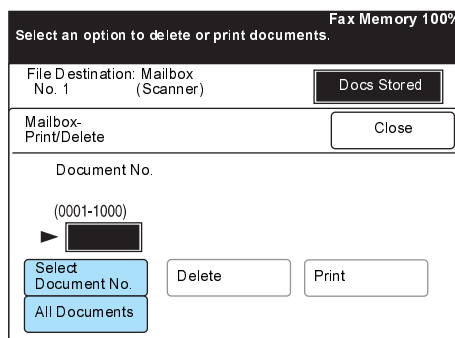
**NOTE:** The password will be displayed as "\*\*\*\*".  
Entering a password may not be needed depending on the setting of Password.

---

6. Select **Mailbox - Print/Delete**.



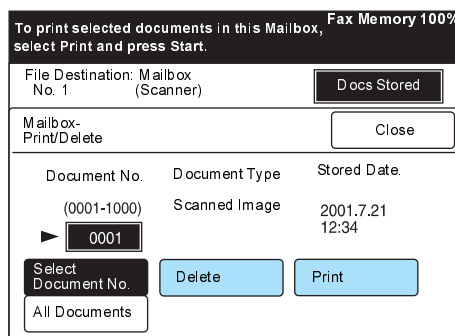
- If you want to specify the document to be printed or deleted, select **Select Document No.** If you want to print or delete all the documents, select **All Documents**.



See *User Guide (Facsimile)* for the printing of the Stored Document List which allows you to confirm the document number.

When selecting **Select Document No.**, enter the 4-digit document number using the keypad.

- Select **Print** and press the **Start** button if you want to print the stored document. Select **Delete** if you want to delete the stored document.



- When **Delete** is selected, a confirmation message will be displayed. Select **Yes**.

# Custom Presets for Scanning Features

---

Using the Custom Presets feature, you can change the factory-defaults of a feature to one frequently used so that you can reduce the number of setting steps for scan jobs.

The factory-default items that can be changed are as follows:

## Screen Default (4. Scan Default)

---

You can set a desired tab (Basic Features, Customized Features or Features Menu) of the scan screen to appear first once the Scan button is selected.

## Scan Screen

---

You can set the display on the Customized Features screen by arranging the position of each of the six selection buttons.

## Scan Features

---

You can set the following items:

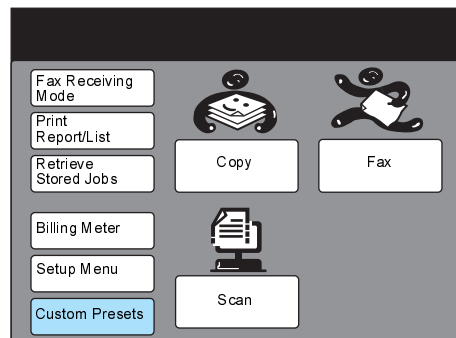
- Scan Resolution
- Original Type
- Lighter/Darker

Follow the procedure below when necessary.

## Procedure

---

1. Select **Custom Presets** on the Menu screen.

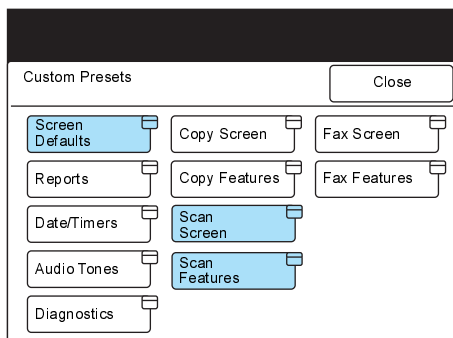


---

**NOTE:** If the screen on the right is not displayed, press Feature Selection on the copier control panel.

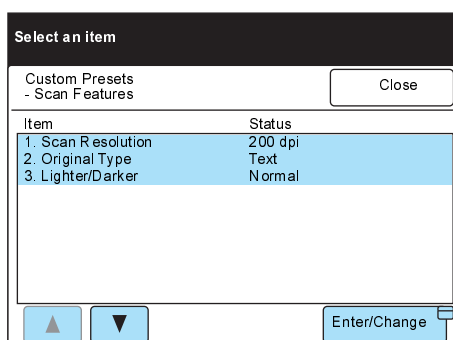
---

2. Select the required item.



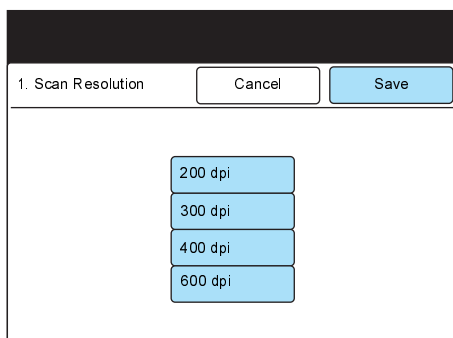
For example, select **Scan Features**.

3. Select the required item by touching the screen, or by selecting with the ▲ or ▼ button.



For example, select **1. Scan Resolution**.

4. Select **Enter/Change**.
5. Select the required resolution and then **Save**.



6. Press **Clear All**.



# **4 Operating the Client (Personal Computer)**

The following information can be found in this chapter:

- Using the Network Scanner Driver
- Using the Mailbox Viewer

# Using the Network Scanner Driver

Using the network scanner driver, you can import the stored image from the mailbox to a personal computer (client) via a network.

This section explains how to use the network scanner driver.

See *“Installing the Network Scanner Utility”* on page 2-15 for details of the installation.

## Importing the Stored Documents

Follow the procedure to import the stored documents from the mailbox to the application software. Windows 98 is used as an example here.

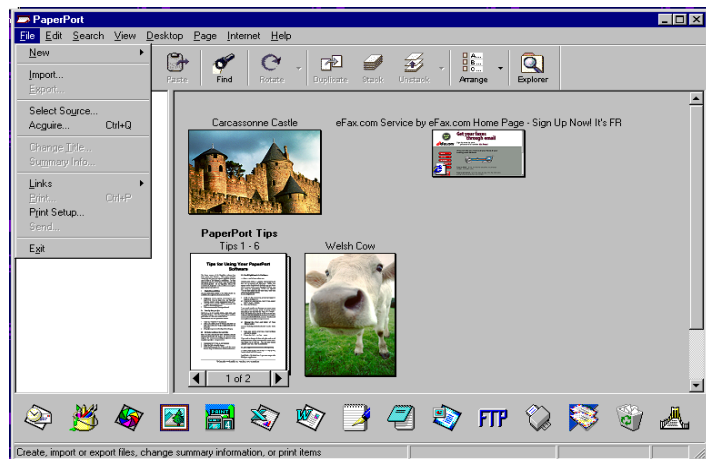
### Procedure

1. Start the application software.

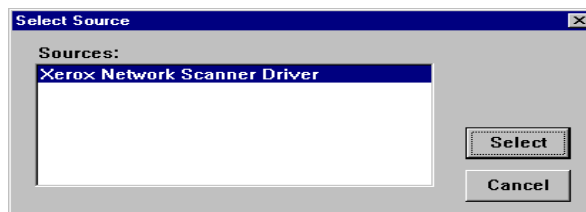
**NOTE:** The application software must be compatible with the TWAIN interface.

See *“Appendix B Compatible Software”* for applications that have been verified to be compatible with the machine.

2. Click the command to select the scanner (source) on the File menu.



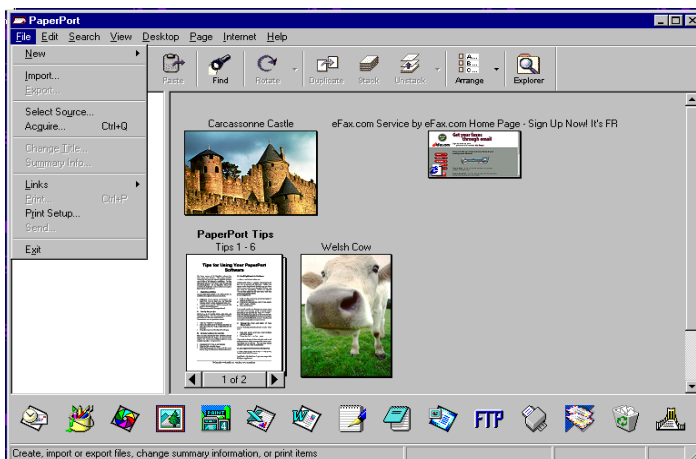
3. Click **Xerox Network Scanner Driver**, then **Select**.



The screen example as shown on the right is PaperPort. The command name for selecting the scanner (source) differs depending on the software.

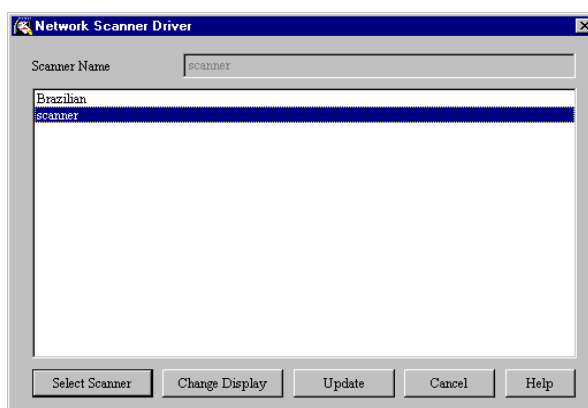


- Click the command to import the scanned data.



The screen example as shown on the right is PaperPort. The command name for selecting the scanner (source) differs depending on the software.

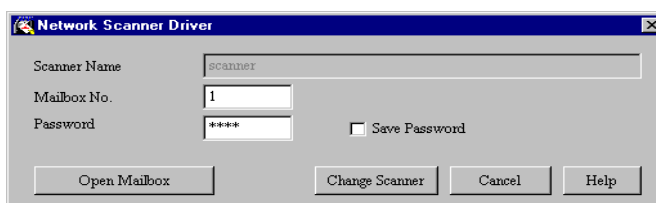
- Click the scanner name of the WorkCentre Pro on the dialog box as shown below, then **Select Scanner**.



**NOTE:** You can change the way of displaying scanner names by clicking the Change Display button. When the WorkCentre Pro 423/428 is connected to the same network as your computer, the scanner names are displayed automatically. If you want to change to a scanner in another network, click Change Display, then enter the IP address and scanner name (product name).

See “Changing Display of the Scanner Name” on page 4-5 for changing the scanner name, or connecting to other network.

- Enter the mailbox number that stores the scanned document (1 to 200) and a 4-digit password for the mailbox (four digits), then click **Open Mailbox**.

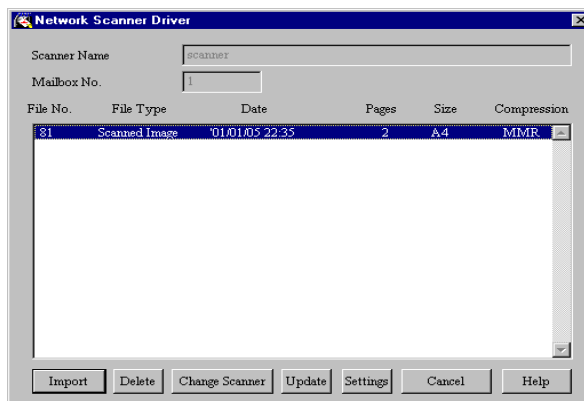


---

**NOTE:** The password will be displayed as "\*\*\*\*\*".  
Entering a password may not be needed depending on the setting of Password.  
Check Save a Password to skip the procedure from Steps 6 to 7 the next time.

---

7. Select the file to be imported, then click **Import**.



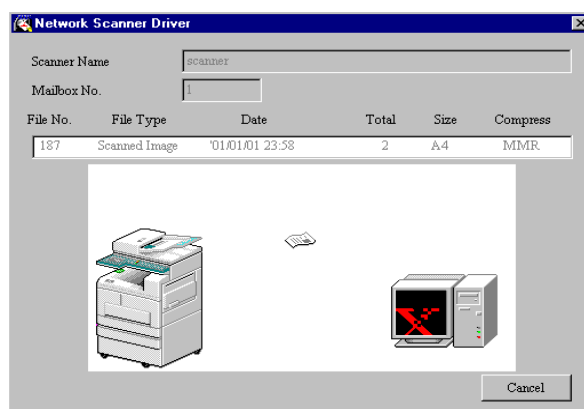
---

**NOTE:** You can import more than one document at a time.  
You can also select the Import, Delete, and Update buttons on the pop-up menu by clicking the right button of the mouse.

---

Click the Help button to display the online help for the explanation of network scanner driver items.

8. When the Import button is pressed, the dialog box as shown below appears and the data will be transferred.



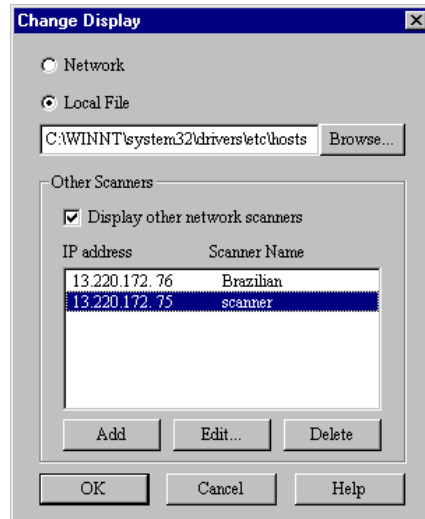
9. The data is imported to the activated software, and the document in the mailbox is deleted.

The network scanner driver expands the compressed data, and imports it to the application software in BMP format.

## Changing Display of the Scanner Name

You can change the way to display the scanner name on the dialog box.

Click **Change Display** on the scanner selection dialog box to specify the scanner name. Select the required scanner for which the name is to be changed by following the procedure.



### Network

If you select **Network**, the machine will search for the scanner name in the HOSTS file in \WINDOWS\HOSTS file for Windows 95/Windows 98/Windows Me and in \WINNT\SYSTEM32\DRIVERS\ETC\HOSTS file for Windows NT 4.0/Windows 2000.

If the network scanner is not registered for each of the HOSTS file, the name registered in the DNS server on the network is displayed.

If the network scanner is not registered in the DNS server or if the DNS is not in use, the model name and the IP address are displayed.

### Local File

Display the scanner name registered in the HOSTS file format in the specified file. Display the model name and the IP address will be displayed if the network scanner is not yet registered in the specified file or if there are no specified files. For example:

13.220.172.75 scanner

### Other Scanners

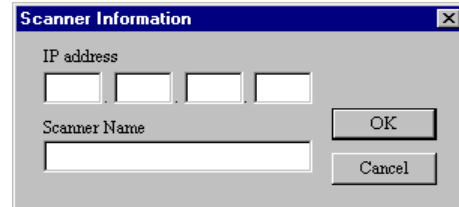
Display scanner names existing in other networks. Since scanners can only be identified and displayed automatically in the same network, enter the IP address and scanner name here for scanners in other networks. However, if communication is not successful with the added scanners when using TCP/IP, they cannot be used.

**NOTE:** You should set up the scanner and make sure that it can be used in TCP/IP environment if the scanner is already connected to other network.

## Procedure

---

1. Select the Display other network scanner checkbox.
2. Click **Add**.
3. Enter the IP address of the machine to be connected and the corresponding scanner name, then click **OK**.



## Changing Import Settings

---

You can change the display of a document or importing method when importing the document from the mailbox.

Click **Settings** to change the setting on the dialog box.

Specify the required setting by following the procedure below.



### Import Order

---

Select the order of importing image files.

When **New => Old** is selected, latest files will be imported first.

When **Old => New** is selected, the sequence will be reversed.

### File List Mode

---

Select the way of displaying files.

**File** Display the total number of pages for each multiple-page file.

**Page** Display separately each page of the multiple-page file. To be used for importing random pages from the software which cannot import multiple pages.

## Negative Image

---

Reverse the colours between black and white areas of black and white images. To be used for reversing the colours of images imported by the software.

- ON** Reverse colours.
- OFF** Does not reverse colours.

## Temporary Save as

---

Specify a directory which is temporarily used to save the document during importing. Choose a drive with sufficient free space.

# Using the Mailbox Viewer

---

The mailbox viewer provides the following features:

- Confirming the documents stored in the mailbox.
- Deleting the stored documents from the mailbox.
- Acquiring the documents stored in the mailbox at periodic intervals. When the new documents are stored in the mailbox, the personal computer notifies you by a sound or icon.
- Importing the new document from the mailbox and saving it as TIFF format.

The following procedure explains how to use the mailbox viewer:

## Confirm/Delete/Import Stored Documents

---

This section describes how to confirm, delete and import a document stored in the mailbox of the machine by using the mailbox viewer.

### Procedure

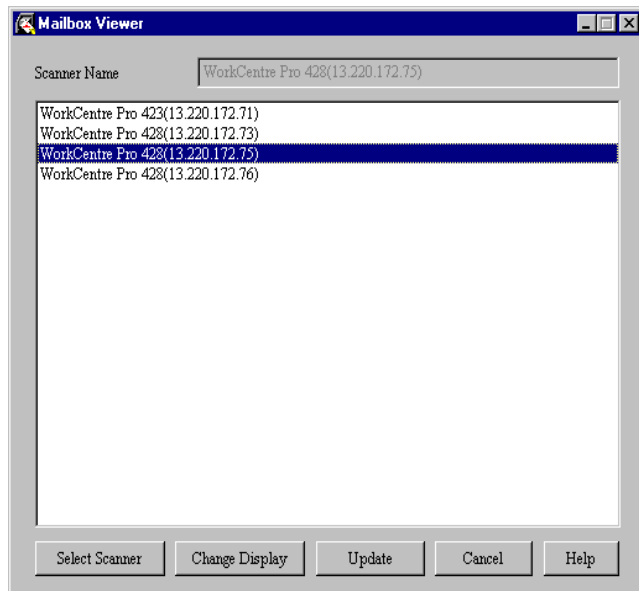
---

1. Click **Start** on the task bar, then select **Mailbox Viewer** from Programs>Xerox>Utility.

**NOTE:** If you have specified another folder name at the installation, the display Programs>Xerox>Utility is changed to the specified name.

---

2. Select the machine from the list, then click **Select Scanner**. You can change scanner name by clicking **Change Display**.

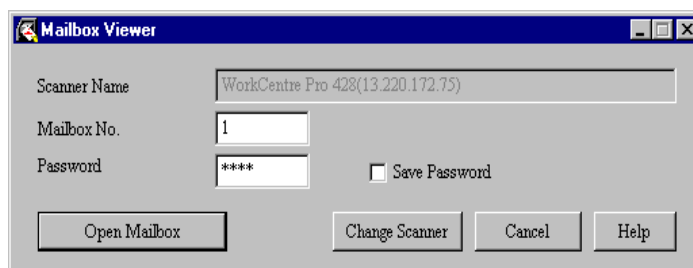


**NOTE:** When a machine is connected to the same network as your computer, the scanner names are displayed automatically. If you want to select a scanner from another network, click Change Display, then enter the IP address and scanner name(product name).

---

See "Changing Display of the Scanner Name" on page 4-5 for changing the scanner name, or connecting to another network.

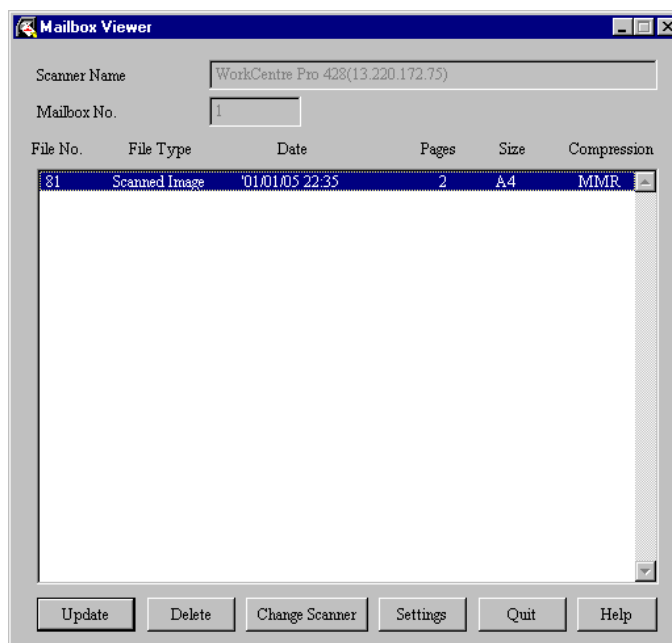
3. Enter the mailbox number (1-200) in which the document is stored.
4. Enter a 4-digit password for the mailbox and click **Open Mailbox**.



**NOTE:** The password will be displayed as "\*\*\*\*".  
 Entering a password may not be needed depending on the setting of the Password.  
 Click Save a Password to skip the procedure from Steps 3 to 4 the next time.

**SEE:** The Help button to display the online help for the explanation of each item of the Mailbox Viewer.

5. Confirm the file from the list. To delete a file, select the file and click **Delete**.

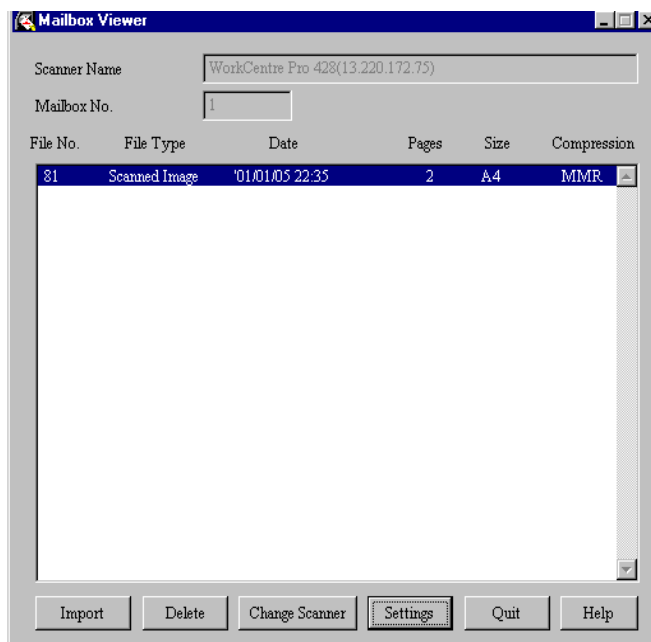


## Importing the Document Stored in the Mailbox

---

If you have clicked the Import all existing documents checkbox on the Setting dialog box, the Update button as shown in the figure below is changed to the Import button.

See “Setting Up the Properties” on page 4-10 for the setting up of importing document property.



When clicking the Import button, all the stored documents will be imported, and saved into the specified directory (the default directory is c: \temp) as the TIFF format.

At this time, the file name is as follows:

IP address - Mailbox No. - File No. - Date - Time.tif

Example : 123045123045-003-0013-0101111937.tif

## Setting Up the Properties

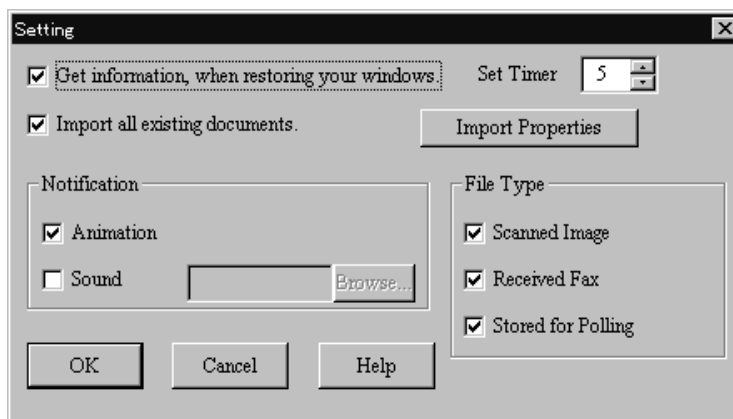
---

You can specify the operation of the Mailbox Viewer and the importing feature.

To set the properties, click **Setting** on the Mailbox Viewer dialog box (see Step 5 on 3.2.1).



Specify the properties as required.



**Get information, when restarting your windows.**

Select whether or not to automatically redisplay the latest file imported from the network scanner when opening the Mailbox Viewer from the taskbar or icon.

**Set Timer**

Specify the time interval, in minutes, to update the file list when the Mailbox Viewer is activated. The setting range is from 1 to 60 minutes.

**Import all existing documents.**

Tick this checkbox to automatically import all existing files from the Mailbox Viewer at periodic intervals. The Import Properties button will only be active when this checkbox is ticked. Also, the Update button on the Mailbox Viewer dialog box will become the Import button.

See "Import Properties" on page 4-12 for setting the Import Properties.

**Notification**

Specifies the way to notify automatically when new files are stored in the mailbox or when the number of files has decreased after the time specified at **Set Timer** has lapsed.

**Animation**

Animation is displayed when there is a change in the file status. Animation will also be displayed when the Viewer is minimized to an icon or a taskbar.

**Sound**

Sound will be used to notify a change in the file status. You can choose to specify your required sound file (in .wav format) by clicking the Browse button.

---

**NOTE:** Users of PCs without a sound card installed cannot choose to specify the sound files.

---

**File Type**

Specify the file type of the files stored in Mailbox to be displayed. Depending on the machine model, Fax Received and Stored for Polling may not be displayed.

There are three file types:

**Scanned Image:** Image files scanned from the network scanner

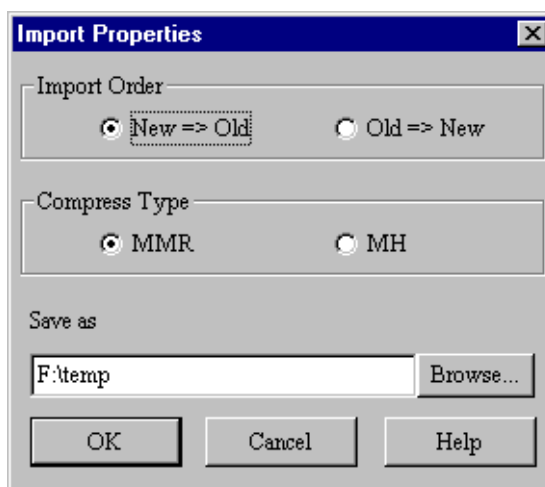
**Fax Received:** Fax files received from a remote machine

**Stored for Polling:** File stored for polling

## Import Properties

---

Click to display the dialog box, then specify the required compression type and drive and/or folder.



### Import Order

Select the order of importing image files.

When **New =>Old** is selected, latest files will be imported first.

When **Old => New** is selected, the sequence will be reversed.

### Compression Type

Saves all pages of the imported files as TIFF files. Select either MMR or MH as the compression format.

### Save as

Specify a destination folder for the automatically-imported files. Choose a large capacity drive with lots of empty space. The files saved here are in multi-page TIFF format. The file names are automatically created based on the IP address of the scanner, Mailbox No., File No. and Date.

# 5 ***Precautions and Limitations***

The following information can be found in this chapter:

- Precautions and Limitations
- Troubleshooting

# Precautions and Limitations

---

This section describes the precautions and limitations whilst using this scanner.

See *Readme.txt* on the \English\Utility\your OS\SCN\Readme of the PCL Driver/Network Utility (Windows) CD-ROM for the precautions and limitations of Network Scanner Driver or Mailbox Viewer.

## Enabling Salutation or FTP Client

---

After enabling Salutation or FTP Client using the printer control panel, switch off the power of the machine, then switch it on again.

## Using the Network Scanner Driver and the Mailbox Viewer at the Same Time

---

You cannot access the machine by using the Mailbox Viewer and the Network Scanner Driver at the same time.

## Importing from Several Personal Computers

---

You cannot import the document from the machine by using the network scanner driver or the mailbox viewer while another computer is importing.

## Printing Stored Document

---

You cannot print the scanned document by selecting **Print/Delete Documents** of the Local Mailbox button on the Fax Feature Menu screen of the machine.

## Retrieve from the Mailbox of the Machine

---

When the remote terminal is retrieving a document from the mailbox of the machine, you cannot transmit the scanned document.

## Using the CentreWare Scanning Services

---

You can retrieve a maximum of 100 templates from the server using the machine.

## Using the TIFF file

---

The TIFF file that is created with CentreWare Scanning Services or the Mailbox Viewer is compressed in MMR, MR or MH format. When opening these files, use the corresponding software.

## Scan Size Limitation

---

The maximum scan size for one page is A3 size.

**NOTE:** If you select 600 dpi for A3 size documents, the documents may not be scanned due to insufficient capacity in the memory. When scanning documents with photos, the documents may not be scanned due to insufficient capacity in the memory.

---

## **Number of Pages of Stored Document**

---

The maximum number of pages of a stored document is 66 when you use a standard A4 size document, set Standard for Lighter/Darker and 200 dpi for resolution.

**NOTE:** The maximum number of pages that can be stored varies with the on/off settings of options, Lighter/Darker and Resolution settings.

---

See *User Guide (Facsimile)* for more details.

## **Maximum Number of Scanned Pages (Mailbox)**

---

The maximum number of document pages that can be scanned at a time using the mailbox feature is 50 pages.

## **Upgrading the Network Scanner Utility**

---

When upgrading the network scanner utility, make sure you uninstall the existing network scanner utility.

See *"Uninstallation"* on page 2-18.

# Troubleshooting

This section explains how to resolve problems when an error has occurred while using the scanner feature.

See *User Guide (Copier)* when an error such as machine not operating has occurred.

Symptoms	Things to Check
<p>The Scan button is not displayed on the touch panel screen.</p>	<p>Press the Clear All button on the copier control panel.            If the scanner is still not displayed on the touch panel screen, check on the printer control panel that Salutation or FTP client is enabled.  <i>See "Preparing to use the Mailbox Feature" on page 2-5.</i>  <i>See "Preparing to use CentreWare Scanning Services" on page 2-12.</i></p>
<p>The scanned document is not sent to the computer.</p>	<p>The machine is in power saving mode. Press the Power Saver button on the copier control panel to cancel the power saving mode. After the machine is started up, wait for a while and scan the document again.</p>
<p>Error code is displayed on the printer control panel.</p> <div data-bbox="263 1048 730 1153" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Error resolved (***-***)</p> </div> <p>Example:            "**" indicates number.</p>	<p>See the <b>User Guide (Printer)</b> to resolve the problem.</p>

# **A Appendix**

The following information can be found in this chapter:

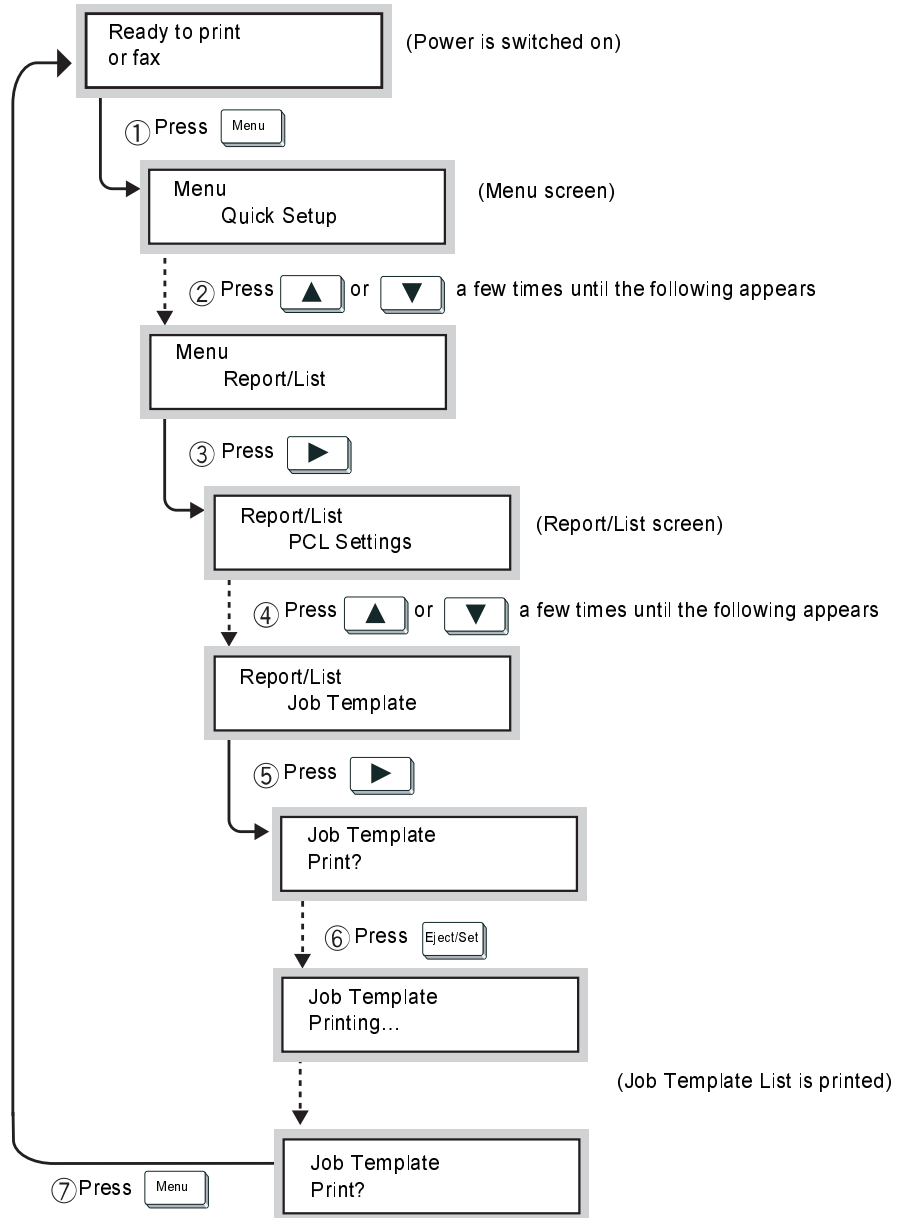
- Printing Job Template List
- Compatible Software

# Printing Job Template List

This section describes how to print the Job Template List from the machine.

The Job Template List shows the settings for the Template Storing Server set by the Scan Admin Wizard in CentreWare Scanning Services (optional).

You can print the Job Template List by operating the printer control panel of the machine.





## Compatible Software

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Regarding the compatibility of application softwares with the network scanner driver, refer to the Network Scanner Driver Readme.txt in the PCL Driver/Network Utility CD-ROM.

The Network Scanner Driver Readme file can be displayed by selecting:

\\English\Utility\Win9x\_Me\SCN\Readme\Readme.txt, \\English\Utility\NT40\SCN\Readme\Readme.txt or  
English\Utility\Win2000\SCN\Readme\Readme.txt.



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