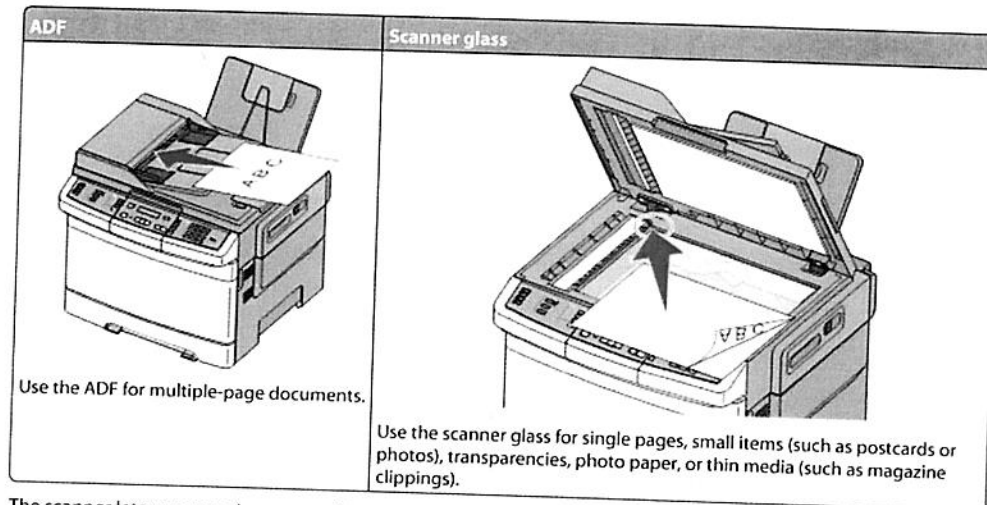


Scanning to a computer or USB flash memory device



The scanner lets you scan documents directly to a computer or a USB flash memory device. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Note: Scanning to a computer or USB device is not available on selected printer models.

Scanning to a computer

- 1 Type the printer IP address into the address field of your Web browser. 142.150.146.234

Note: If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

- 2 Click **Scan Profile**.
- 3 Click **Create Scan Profile**.
- 4 Select your scan settings, and then click **Next**.
- 5 Select a location on your computer where you want to save the scanned output file.
- 6 Enter a profile name.
The profile name is also the user name, it is the name that appears in the Scan Profile list on the display.
- 7 Click **Submit**.
- 8 Scan your document.

Scanning to a computer or USB flash memory device


A shortcut number was automatically assigned when you clicked Submit. Remember this shortcut number and use it when you are ready to scan your documents.

- a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- b If you are loading a document into the ADF, then adjust the paper guides.



- c Press the **Scan/Email** button.

- d Press the arrow buttons until **Profiles** appears, and then press .

- e Press .

Enter Shortcut: appears.

- f Enter the shortcut number.

- g Press  or  to send the scanned image.

Note: The scan settings determine if the image is sent in black or color. Pressing the black or color button does not change these settings.

- 9 Return to the computer to view the file.

The output file is saved in the location you specified or launched in the program you specified.

Scanning to a USB flash memory device


Note: The USB port is not available on selected printer models.

- 1 Insert a USB flash memory device into the front USB port.

Access USB appears.

Note: When a USB flash memory device is inserted into the printer, the printer can only scan to the USB device or print files from the USB device. All other printer functions are unavailable.

- 2 Press **1** on the keypad.



- 3 Press the arrow buttons until **Scan to USB** appears, and then press .

Press Start To Begin appears.

- 4 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 5 If you are loading a document into the ADF, then adjust the paper guides.

- 6 Press  or  to send the scanned image.

Note: The scan settings determine if the image is sent in black or color. Pressing the black or color button does not change these settings.

Understanding scan to computer options

Sides (Duplex)

This option informs the printer if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

Note: Duplex scanning is not available on selected printer models.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Improving scan quality

Question	Tip
When should I use Text mode?	<ul style="list-style-type: none">• Use Text mode when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern.• Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	<ul style="list-style-type: none">• Use Text/Photo mode when scanning an original document that contains a mixture of text and graphics.• Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Use Photo mode when scanning photos printed on a laser printer or taken from a magazine or newspaper.

Using the Scan Center software

Understanding the Scan Center features

The Scan Center software lets you modify scan settings and select where to send the scanned output. Scan settings modified with the Scan Center software can be saved and used for other scan jobs.

The following features are available:





- Scan and send images to your computer
- Convert scanned images to text
- Preview the scanned image and adjust the brightness and contrast
- Make larger scans without losing detail
- Scan two-sided documents

Scanning to a computer or USB flash memory device

Using the ScanBack utility

Using the ScanBack Utility

You can use the Lexmark ScanBack™ Utility instead of the Embedded Web Server to create Scan to PC profiles. The ScanBack Utility is on the *Software and Documentation* CD.

- 1 Set up your Scan to PC profile.
 - a Launch the ScanBack Utility.
 - b Select the printer you want to use.
If no printers are listed, then see your system support person to obtain a list, or click the Setup button to manually search for an IP address or hostname.
 - c Follow the instructions on the screens to define the type of document being scanned and what kind of output you want to create.
 - d Make sure to select:
 - **Show MFP Instructions**—if you want to view or print the final directions
 - **Create Shortcut**—if you want to save this group of settings to use again
 - e Click **Finish**.
A dialog box appears with your scan profile information and the status of the received images.
- 2 Scan your original documents.
 - a Locate the printer you specified in the scan profile.
 - b Load all pages in the ADF or on the scanner glass.
 - c From the printer control panel, press **Scan/Email**.
 - d Press the arrow buttons until **Profiles** appears, and then press .
 - e Press the arrow buttons until your scan profile name appears, and then press .
 - f Press  or  to send the scanned image.
Note: The scan settings determine if the image is sent in black or color. Pressing the black or color button does not change these settings.
 - g Return to your computer.
Your output file is saved in a directory or launched in the application you specified.